

The Daily Standup/Scrum/Huddle/Touchpoint

Purpose

Facilitate the team's progress toward immediate goals/commitments (optimize the next 24 hours).

Specifically, by dealing with *risks*, *dependencies*, and *impediments* to finishing work; sharing *information*; *micro-planning* and making *micro-commitments* to each other.

Participants

- Required: Delivery team (anyone who contributes to current deliverables) + PO & other customers
- Facilitator: Usually the team leader / Scrum Master / coach
- Optional: Stakeholders and managers, who may only share updates, not assign work

Duration

<10 min for teams in low- to medium-complexity situations. <15 min otherwise, even for a large team.

Format

Everyone stands in front of the current plan/board, allowing full eye contact. If on video: all cameras on. Share a screen showing the board. Start by sharing external news the team should be aware of.

Possible processes

- **Item-by-item** ("walk the board", right to left): Review recently completed items. For each in-flight item starting with those closest to being done, members discuss what they'll do to finish it (with attention to impediments/dependencies). Identify items likely to be started before the next meeting.
- **Focus on the outcome**: The team discusses outcome questions such as "What's the best progress we can make toward our iteration goal?" or "How can we be most effective over the next 24 hours?"
- **Person-by-person** (traditional; not great for teamwork): Every person gives brief answers to three questions: "What have I **completed** since we last met? What am I thinking of **completing** until next time? What's in my way of achieving that?" Questions 2 & 3 are the most important, as they inform decisions.

Keep in mind

This is not a status meeting. It's one way the team continuously shares responsibility for achieving their goal. This meeting can help build the team.

If some people are absent, don't provide useful info, or mumble inaudibly, coach them privately on showing up helpfully.

If folks don't feel safe, they'll try to appear busy (e.g., share minutiae), and say everything's fine.

Meet daily if folks don't converse a lot during the day. Otherwise, every 2-3 days is okay.

This recurring meeting can get boring. Spice it up, change the format occasionally, or just make it fun.

If a matter needs digging, or is relevant to just a few people, they should discuss it later.