

# SCRUM MEETING (STANDUP)

## Template & Agenda







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### WHAT IT IS


In agile development and Scrum, the team holds a daily meeting called the „Scrum.“ Daily scrums follow a specific template and are strictly time-boxed to 15 minutes to keep the conversation quick.

## AGENDA

-  Story: \_\_\_\_\_
-  What did I do yesterday? (DONE): \_\_\_\_\_
-  What will I do today? (TO-DO): \_\_\_\_\_
-  What is getting in the way of my work (ISSUES): \_\_\_\_\_

-  Story: \_\_\_\_\_
-  What did I do yesterday? (DONE): \_\_\_\_\_
-  What will I do today? (TO-DO): \_\_\_\_\_
-  What is getting in the way of my work (ISSUES): \_\_\_\_\_

-  Story: \_\_\_\_\_
-  What did I do yesterday? (DONE): \_\_\_\_\_
-  What will I do today? (TO-DO): \_\_\_\_\_
-  What is getting in the way of my work (ISSUES): \_\_\_\_\_

Repeat for all team members 



- > **Keep it quick:** Limit to 15 minutes or less. Stay standing to keep things moving quickly.
- > **Limit disruptions:** Plan the meeting around your team's schedule and work environment.
- > **Know what everyone's working on:** Keep your project management tool like Planio handy to see what everyone is working on.
- > **Stay focused:** Make sure everything that's said is valuable to the whole team and don't let it turn into a technical discussion (individual conversations can happen at any other time).