

# AGILE for NON-SOFTWARE TEAMS

GIL BROZA

*A Practical Guide for Your Journey*



Supplementary resource for the book *Agile for Non-Software Teams*. More at [AgileForNonSoftwareTeams.com](http://AgileForNonSoftwareTeams.com)

## Tips for an Effective Daily Standup / 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.

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## 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.