



## The Daily Standup / Scrum / Huddle / Touchpoint

### Purpose

Facilitate the team’s progress toward immediate goals/commitments.

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

### 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.

### Possible processes

- **Item-by-item** (“walk the board”, right to left): Briefly share important updates. Review recently completed items. For each in-progress item starting with those closest to being done, members discuss what they’ll do to finish it (with emphasis on impediments and 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 procedure, not great for teamwork): Every person shares with the team brief answers to three questions: “What have I **completed** since the last meeting? What am I thinking of **completing** until the next one? What’s in my way of achieving that?” Questions #2 and #3 are the most important as they inform valuable decisions.

### Keep in mind

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| <b>This is not a status meeting.</b> It’s one way the team continuously shares responsibility for achieving their goal. This meeting can help build the team.  | <b>If some people are absent, don’t provide useful info, or mumble inaudibly,</b> coach them privately on showing up helpfully.                          |
| <b>If folks don’t feel safe,</b> they’ll try to appear busy (e.g., share minutiae), and say that everything’s fine. Urge them to focus on impediments instead. | <b>Have this meeting daily</b> if members don’t talk with each other and with their lead <i>a lot</i> during the day. Otherwise, every 2-3 days is okay. |
| <b>This recurring meeting can get boring.</b> Spice it up, change the format occasionally, or just make it fun.  | <b>If a matter needs digging,</b> or is relevant to just a few people, they should discuss it later.   |