



Daily Scrum Checklist

- Every team member shares what he did yesterday that brought us closer to achieving the sprint goal
- Every team member shares what he will be working on today to bring us closer to achieving the sprint goal
- Every team member shares what is blocking, impeding, or taking him longer possibly preventing us to reach the sprint goal
- The focus of the standup is on progress, impediments, change of plans. Detailed discussions are identified, parked, and are discussed right after the standup
- The progress towards the sprint goal is clear for the whole team
- Everybody knows what everybody is working on today
- Impediments are clear and we know how to tackle them
- Blocked items are clear and we know how to unblock them
- Work in progress: if there are too many items in progress at the same time, this is clear and we know how to approach them (rule of thumb: in general one person should not have more than 1 or 2 items in progress)
- Open pull requests that need review are mentioned
- If somebody needs help, this is clear and we know who is going to help
- Dependencies between user stories and/or tasks on the current sprint are clear, and we know how and when to pick them up to they don't impede each other
- Dependencies with another team or external party are clear and we know how to tackle them
- The tasks on the sprint board are up-to-date
- Any devops work that was identified is represented by a task on the sprint board and it is clear what the priority is, and when we should pick it up
- Any tasks taking longer than expected are known for the team, and the impact on the sprint is clear. There is a plan on how to limit the impact as much as possible
- Unplanned work that came up yesterday is mentioned and the impact on the sprint is clear. if it is not urgent, it is postponed to next sprint so it can be properly planned
- The team knows it is still working on the right items in terms of priority. If not, the plan has to be changed
- The standup doesn't take more than 15 minutes