**Daily standup**

Target 15 minutes, or 2 minutes per person + 5 minutes of Administrative Review

**Desired Outcomes**

1. ***Daily*** understanding of Team status and sprint prognosis and what adjustments the Team can make, or help they need, to get or stay on track for a fully completed “done-done” Sprint
2. Documentation of daily reports for use in the Team Retrospective to drive continuous improvement
3. Up-to-date sprint data collection

**Prior to Daily Stand-up, each Team member must:**

1. Ensure their time entry in Jira is current as of end of previous day, must include at least 7 hours per day
   1. We can see the [time reports in Jira here](https://gryphtech.atlassian.net/projects/ICT?selectedItem=com.atlassian.plugins.atlassian-connect-plugin:com.soldevelo.apps.worklogs__worklog-project-page-jira#!subtasks=countSeparately&timezoneConfiguration=users&timeUnit=hours&filters=&projects=&startDate=1676350800000&endDate=1676696400000&period=day&sortIndex=0&sortAsc=true&sprintId=&groupBy=none&groupBy2=none), All Users per day.
   2. **If you don’t see at least 7 hours in a day logged, remind the team member we need this data in order to understand positive improvements we can make in how we apply the available hours on each Team**
2. Provide their daily report in writing on the Team MS Teams Board. Format:
   1. What did you do since yesterday?
      1. Cite yesterday’s “plan for today”
      2. Call out successes and challenges, and gaps
   2. What is the plan for today:
      1. Cite Jira ticket number(s)
      2. For each ticket, provide ***context*** and ***status***: Ticket was estimated as 5 hours, planned to be started today and be development complete by tomorrow. I (and others?) have spent 3 total hours so far, will work 2 hours today to complete the development on track as expected and planned.
      3. Ensure that each person discusses enough tickets to fill their designation time for the day
      4. Ensure that each ticket has an expected completion [date-time] that corresponds to the estimate and/or caveats as noted
      5. Including one or two tickets extra in case you become blocked on any given ticket
   3. Impediments / blockers
      1. Any help you need to get unblocked as discovered over previous day or anticipated in day ahead. Scrum Master will help remove these impediments

**The Scrum Master Facilitates the Stand-Up**

1. Open the Sprint Board and share screen, conversation always occurs in the context of the Sprint Board and the information it is communicating
2. General Scrum Master Coaching:
   1. Focus is on Team achievement, Team starts and finishes together, succeeds together and is mutually accountable for the final sprint result
3. Scrum Master navigates the board as each team member presents their update as written (ref above)
   1. **Call out contraventions of WiP Limits – challenge the Team to “clear the column”**
   2. ScrumMaster pastes update for each member in their row for that day in the tracking sheet
   3. Solutions to impediments are ***not*** discussed in the stand-up but subsequent conversations are held as needed afterward with relevant stakeholders, facilitated by the Scrum Master
4. While hearing team reports, Scrum Master Coaches on:
   1. Alignment of entire team’s attention on starting and finishing things in an optimal way (ref WiP limits)
   2. Definition of Done (for work progressing from one column to the next)
   3. Limiting WIP (help team see and resolve pile-up in any sprint column)
   4. Proper use of the Board
   5. Good communication within the Team
5. Closing Scrum Master Coaching
   1. Open the time report and ensure all time (>=7 hrs per day) is tracked (we have a Jira reporting tool)
   2. Review the sprint Burndown and discuss sprint prognosis given current burn rate
6. After Daily Standup
   1. Ensure Product and any other stakeholders are looped in to any risks / decisions that need to be made
   2. Assist in unblocking impediments
   3. Follow-up with individuals on time tracking and Jira board health