CONTENTS

Foreword	1
Introduction_	1
The Author	2
What to Expect	2
Conventions	4
Have Fun	4
Chapter One: The Basics	6
Overview	7
Definition of the Daily Scrum	8
What is the purpose	11
Important aspects often overlooked	14
15min time-box	14
By the dev team, for the dev team	15
3 questions not prescribed	15
Not about what you've done	16
Identify impediments	16
On to the Real World	17
Chapter Two: The Real World	
Overview	19
3 Daily Scrum examples from the real world	20
Example 1 - Co-located team with physical Scrum	21
Example 2 - Team with remote members	23
Example 3 - Worldwide distributed team	25

	Practical Advise	27
	Same place, same time	27
	Speaking order	28
	Stand up!	29
	Remote team members	30
	An event for the development team	31
	Focus on business value	33
	Don't talk about what you've done!	34
	In-Sprint inspection	36
	Defer details to later meetings	37
	Common Questions	39
	Who schedules the Daily Scrum?	39
	When is the best time?	42
	How to consistently keep the 15min time box	43
	Does the Product Owner attend?	45
	Recap	48
Chapter Three: Common Pitfalls		
	Overview	50
	Lack of time-boxing	51
	The degenerated status meeting	53
	The missing wall	55
	Sprint Backlog in software	57
	Skipping Questions	59
	Different time, different place	61

W	laiting for latecomers	63
N	o Scrum Master, no show	66
Fo	orget impediments	68
A	day becomes a week	70
Sit	tting	73
Sta	arting discussions	75
Ex	xpect content	77
Uı	ninvited Product Owner	80
W	Vaiting for the Scrum Master to start	82
No	ot talking to each other	84
So	ome are silent	86
Lo	osing sight of the Sprint Goal	89
Sc	crum Master thanks the team	92
Re	ecap	94
Chapter Fo	our: Looking Further	95
Co	ousins of the Daily Scrum	96
In	n-Sprint Inspection	99
Th	he future of Scrum	101
W	here to learn more	103
Fi	nal words	105