Daily Scrum Checklist

Here's a 'reminder list' of administrative routines of our Scrum masters - things that are easy to forget. We'll skip the obvious things such as "remove impediments from the team."

Every Day

At the beginning of sprint and after the Sprint planning meeting send an email to everyone announcing that a new sprint is started. Include the sprint goal and a link to the Sprint info page, and update the sprint statistics document. Add your estimated velocity, team size, sprint length, etc.

- ☐ Make sure the Daily Scrum meeting is started and ended on time

- ☐ Make sure Stories are added / removed from the Sprint backlog as necessary to keep the sprint on schedule

- ☐ Make sure the Product owner is notified of these changes

- ☐ Make sure the Sprint backlog and burndown is kept up-to-date by the team

- ☐ Make sure problems/impediments are solved or reported to Product owner and/or Chief of development

End of Sprint

- ☐ Do an open Sprint demo. Everyone should be notified about the demo a day or two before

- ☐ Do a Sprint retrospective with the whole team and Product owner. Invite Chief of development as well, so he can help spread the lessons learned

- ☐ Update the sprint statistics document. Add the actual velocity and key points from the retrospective

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