**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11924&utm_source=template-word&utm_medium=content&utm_campaign=Scrum+Meeting+Checklist-word-11924&lpa=Scrum+Meeting+Checklist+word+11924)SCRUM MEETING CHECKLIST**

A blue and black logo

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Description automatically generatedA blue and black chat bubbles

Description automatically generatedA blue and black logo

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Description automatically generated with medium confidenceA blue and black icon with a eye and a black background

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| --- | --- | --- |
| 1. Lay the groundwork | | |
|  |  | Get support from management. |
|  |  | Identify work that is suited to a sprint. |
|  | | |
| 2. Form the team | | |
|  |  | Identify who will be part of the Scrum. |
|  |  | Limit the number of participants to under 10 people. |
|  |  | Assign Scrum master and product owner roles. |
|  | | |
| 3. Figure out the logistics | | |
|  |  | Pick a place near the work area where the meeting will always take place. |
|  |  | Set a start time for the Scrum. |
|  |  | Determine the conferencing details if you have remote participants. |
|  |  | Set up a board and use a timer to display the work status. |
|  |  | Think about starting and ending with ritual cues such as music. |
|  |  | Pick a method for rotating the speaker. |
|  | | |
| 4. Orient the team | | |
|  |  | Have a pre-launch meeting with the team. |
|  |  | Explain the purpose of the Scrum meeting. |
|  |  | Outline the ground rules for how the daily stand-up will run. |
|  |  | Go over the three daily questions. |
|  |  | Discuss the project that you will undertake. |
|  |  | Give examples of sidebar conversations to be saved for another time. |
|  | | |
| 5. Troubleshoot if necessary | | |
|  |  | Assess the progress / quality of the Scrum after a few days. |
|  |  | Make sure communication is peer to peer. |
|  |  | Confirm that each participant is answering the three questions. |
|  |  | Evaluate the Scrum concerning focus and time constraints. |
|  |  | Implement fixes for any items on the checklist that are not working. |

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