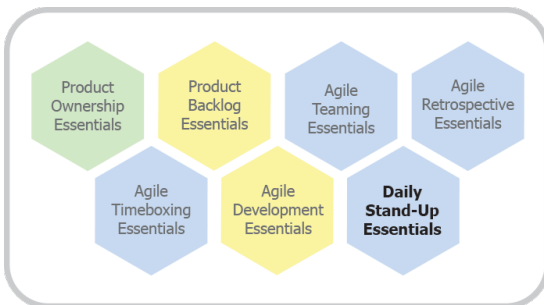


Daily Stand-Up Essentials

Part of the IJI Agile Essentials Practice Pack



Agile Essentials practices provide a starter kit that describes key common aspects of team-based development. Each practice contains cards that provide succinct advice on how to successfully adopt and apply the practice.

Practice Overview

Use short, timeboxed, regular whole-team meetings to reaffirm delivery focus, assess progress, agree immediate work plans and action the removal of any impediments to productive progress.

Activities – the things we do

- **Hold a Daily Stand-Up:** The team meets every day, same time and place, to assess progress, coordinate activity, and raise and action impediments. The meeting is timeboxed, typically to 15 minutes.

Alphas – the essential elements that we progress

- **Improvement:** Something that is preventing or slowing productive progress.

Patterns - supporting practice guidance

- **Round-Robin Stand-Up:** A round-robin approach ensures that everyone has a chance to speak. Each team member speaks in turn and answers three questions: 1. What did I do yesterday? 2. What am I doing today? 3. What are my impediments?
- **Board-Driven Stand-Up:** Use the progress board to drive the stand-up. Visit in-progress items in priority order, starting with the top-priority ones closest to being done.

Resources - referenced external sources of information and content

- This practice description uses the OMG Essence standard, with key concepts like Activities, Work Products, Alphas and Patterns being defined by this standard (<http://www.omg.org/spec/Essence/>).
- The **daily stand-up** meeting is one of the most common agile team practices (see for example <http://guide.agilealliance.org/guide/daily.html>).
- Scrum calls the **daily stand-up** the *Daily Scrum* and recommends the **round-robin** “three-question” approach (see for example <http://www.scrumguides.org/scrum-guide.html#events-daily>).

Creating **winning** teams.