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| Daily Scrum/Stand Up |
| Introduction |
| Run by the development team lead.  Only development team members speak, anyone else is there to listen.  Each development team member speaks for up to two minutes to tell the rest of the team what they have completed (Done) since yesterday, what they plan to complete today and any problems, issues or input they need.  After the meeting the development team leader issues a brief team summary as follows: |
| Completed |
| Module A developed & unit tested (done)  Module B developed & unit tested (done)  Module D developed  Module E developed |
| Plan |
| Complete testing on D & E  Develop & test F, G & H |
| Issues |
| Module C will not work without a change to module X – design to be investigated and decision made to change X or drop C from the Sprint. |

*Keep the summary short and simple, don’t put anything in unless it adds value.*

*Get it to the team as soon as possible after the meeting.*

*Use it to review progress at the next meeting.*