ONE PAGE SUMMARY

IT & Software › Agile & Scrum › Standups

Introduction to Standups

Standups: The Daily Pulse of Agile Teams

DEFINITION

> Standups are short daily meetings for team members to share progress and challenges. They help keep everyone aligned and focused on goals.

KEY CONCEPTS

Daily Frequency

Standups are typically held every day to ensure continuous communication.

Time-boxed

These meetings usually last 15 minutes or less to maintain efficiency.

Three Questions

Participants often answer what they did yesterday, what they will do today, and any blockers.

Team Collaboration

Standups foster collaboration and accountability among team members.

Remote Adaptation

Standups can be conducted virtually to accommodate remote teams.

EXAMPLES

→ Alice shares she completed the user interface yesterday.

→ Bob mentions he will start testing the new feature today.

→ Carol raises a blocker regarding server access.

MEMORY TIPS

★ Remember '3 Questions' for what to share: Yesterday, Today, Blockers.

★ Think of 'Standup' as 'Stand Together' to emphasize team unity.

★ Use the acronym 'FAST' - Focused, Agile, Short, Team-oriented.

COMMON MISTAKES

✗ Making standups too long and losing focus.

✗ Discussing unrelated topics or diving into problem-solving.

✗ Not allowing everyone to speak or dominating the conversation.

QUICK RECAP

Standups are essential daily meetings for Agile teams to share updates and address challenges. They should be short, focused, and involve all team members to enhance collaboration.