**TASK: Participating in a daily online SCRUM[[1]](#footnote-1) meeting**

**Domain:** Software Development.

**Participants:** It is an internal meeting for software developers working on the same team. If others are present, they are not to participate actively.

**Time/place/duration:** The meeting is held online at the same time every working day. Depending on the size of a particular team (6-10 participants) the meeting lasts 15-30 minutes, but the key recommendation is to keep the meeting short and to the point.

**The purpose** of the meeting is to inspect progress toward the weekly goal and adjust the upcoming planned work. In practice it means that the participants inform each other about their individual plan for the next day and the impediments they have encountered so that all members of the team can understand what each one of them is doing and how well the project is running overall. For more detailed discussions they are to meet later throughout the day.

**The structure** of the meeting is set by the developers and can be conducted in different ways. Normally every member is given 2-3 minutes. Only one person is allowed to speak at a time. The person speaking should stick to the topic which is to describe a) what work they completed since the last meeting b) what their focus will be today c) any obstacles that they are facing. In case the person is going off-topic, the ScrumMaster can interrupt them to bring them back on track. Sometimes there may be a quick question for or from the rest of the team.

**Challenges in terms of language:**

Each participant prepares his or her answers to the three questions before entering the SCRUM meeting. In addition to reducing anxiety, this allows for some rehearsal. At the same time three main challenges are present:

1) As each speaker's turn should be short and to the point, the language must be clear and concise. There is very little opportunity for others to clarify any vocabulary or grammar choices.

2) A speaker should be able to respond quickly if a spontaneous question is asked.

3) The format of the meeting requires all participants to be able to understand fast-paced speech with little opportunity to ask for clarification or repetition.

**What else to know:**

1. Ideally, I’d like to know more procedural details: e.g., who closes and opens the meeting; how developers decide whose turn it is to speak; if there are any typical phrases used to start and close one’s speaking turn; what do you do if you miss this obligatory meeting (is it possible to answer the mentioned questions in a corporate chat application?); if the cameras are on or off, etc.
2. I would need to listen to a couple of recordings of such meetings in order to be able to describe the kind of language required for this task (terms, grammatical features, pragmatic moves, register).
3. I would need to speak to the ScrumMaster (person responsible for the efficiency of these meetings) to learn what criteria they use to evaluate the meeting and its outcome. If the ScrumMaster is unavailable, I would turn to myriads of YouTube videos featuring professional SCRUM trainers or use the official SCRUM website to extract the main criteria.
1. [Scrum](https://scrumguides.org/) is an agile framework that many teams choose to adopt to produce products by breaking large development projects into smaller pieces that can be completed in short timeframes. [↑](#footnote-ref-1)