**My Day as a Scrum Master**

I arrive in the office, grab a glass of iced tea and say hi to my fellow team mates, then head for my workstation to check my email.

Depending on when the standup is scheduled, I follow up on any impediments, answer any questions from team members or the Product Owner, and check the sprint backlog to see who’s updated it… and who hasn’t.

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I get the daily standup reminder from my calendar, so I head down to the war cube with my notepad with information on any active impediments and their expected resolution, plus any questions about progress that I may want to ask the team at the end of the standup.

I get the standup going on time by calling on a random team member, and then I listen carefully as each team member answers the Three Questions, prompting the occasional member who can’t seem to remember them and who won’t look up and read the wall. I note any impediments, and if the issue can be resolved by a “sidebar” meeting, I note that as well and make a list of the team members who need to hang around. If a team member starts to wander or digress, I bring the meeting back on point so people can get back to work.

At the end of the standup, if there aren’t other pressing issues like sidebars, once the regular standup business is concluded, if I’m concerned about progress and whether we’ll meet our commitments I bring this up, e.g., “we don’t seem to be burning down on schedule… what gives?” and then look to the team for solutions. Next, if there are any sidebars, I’ll announce each one with the needed attendees, and then turn everyone else loose. We’ll work down the sidebars until all issues are addressed, and I note any impediments that come up that I’ll need to resolve as a result of the sidebars.

Once the meeting is over, I may stick around for a few minutes to discuss the sprint progress with the Product Owner, or to coordinate any additional backlog grooming meetings he needs before the start of the next sprint. Then it’s off to chase down impediments and update the burndown chart.

At least once a week I check the product backlog to make sure the Product Owner is making progress to be ready for the next sprint planning meeting. I don’t want the team to be starved for work! There’s always the pre-planning or backlog grooming meeting, or the impediment I need to chase down, or the occasional technical or procedural discussion that goes on.

I also walk around occasionally, to get a feel for how things are going with my team. If I see several of them clustered and talking, I’ll usually listen in to see if there’s something I can help with.

If the sprint review is coming up in the next day or so, I make sure we’ve got what we need to demo the finished items, and I send reminder email to stakeholders after I check and confirm what’s done with the team.

If I have impediments that I can’t resolve on my own, I’ll escalate to either my manager or one of the functional managers, by email and by sticking my head in their office.

At the end of the day, I check my email one last time to see if there is anything I need to handle before I leave. If not, it’s time to head home after another productive day!

Happy Scrumming!