

# ***1 - What have I done since the last Scrum?***

Start with items you have actually completed.

If you haven't completed anything, summarise your status so far.

*Try to be succinct – we don't need every detail but enough to ask questions or organise a conversation later.*

## ***2 - What am I going to complete today?***

Try to focus on things you will be able to complete today – identify specific tasks that will help you achieve completion.

*Identify who might pair with you to work on these items.*

*Call out any specific meetings you plan on attending.*

# ***3 - What obstacles do I need help removing?***

Try to avoid having a big “washing list” of items – are there any that the team can actually help with, try and prioritise them.

*Remember that you might require a different forum to solve them.*

# ***4 - What feedback does the team have for me?***

Encourage the team to ask any questions, or give you feedback on how successful your update was.

*Remember to take any long discussions off-line after the meeting.*