"Maximizing Efficiency in Scrum Meetings: An Action Plan"

Aman Srivastava

Birla Institute of Technology & Science, Pilani
MTech in Data Science & Engineering

Abstract- Scrum meetings are an essential component of agile project management, providing an opportunity for team members to discuss progress and obstacles. However, these meetings are not always productive and can lead to frustration among team members. In this paper, we propose a set of strategies aimed at improving the productivity of Scrum meetings. These strategies include the implementation of an announcement at the start of the meeting, the use of simple arithmetic progression to minimize unutilized time, and training team members to identify dependencies. By implementing these strategies, we aim to increase motivation among team members by making them feel that their contributions are valuable and that the meetings are more purposeful. The effectiveness of these strategies will be evaluated through further research.

Index Terms- Scrum methodology, Agile project management, Scrum meetings, Productivity, Team collaboration ,Obstacle management, Meeting strategy, Dependency management, Motivation.

I. Introduction

Scrum is an effective methodology for managing and delivering projects in a collaborative and agile way, it's daily stand-up or Scrum meeting is a key component of it where team members share their progress and any issues they may be facing. However, these meetings can often be unproductive and may cause frustration among team members. This article aims to suggest various techniques to enhance the productivity of Scrum meetings, by making the meetings more purposeful and valuable for the team members, ultimately increasing their motivation and engagement. Improving the productivity of Scrum meetings will lead to more efficient and successful project delivery.

II. Identify, Research and Collect Idea

I would like to suggest the following to improve overall productivity during the scrum call.

[1] An announcement will happen at the start of the call
1. If any leader is late or delayed for the announcement, a text message can be dropped at the start of the meeting in the chat box and can be communicated verbally at the start of the scrum regarding "common announcement will happen during this call"
1. Maximum of 15 times out of 6 months a scrum call I attended has a common announcement.

[2] Suppose 14 candidates have joined the scrum call and then on average time spent on each candidate for an hour-long call is
1. During the call, we have $14 * 60$ mins $= 840$ mins $= 14$ hours on stacks
1. The average useful time spent per candidate on the call is $= 60$ mins $/ 14 = 4.28$ mins
1. However, if you apply simple arithmetic progression on the time unutilized on the call is
1. Time spent unutilized during the call is
   1. 56 mins (by the 1st person) + 52 mins (by the 2nd person) + 48 mins (by the 3rd person) + ….+ last 4 mins (by the last person) = 420 mins
   1. Hence, 420 mins unutilized during the call.

- However, we can avoid this by asking one more question with the usual set of questions

  - What have you done yesterday?

  - What will you do today?

  - Is there any blocker?

- - The scrum master must also ask if any has a dependency on him. If people say yes, he can pick those tickets beforehand whichever has a dependency else the candidate can drop the calls
  - If there is something missed during the call, that can be taken one-to-one.
- o Importance of training people to identify dependency [Ensuring no misses]
  - Who is working for frontends or backend for that feature helps during grooming of tickets help to connect people offline and/or ask for that person on scrum call.
  - If we can't add that person during grooming, still we can identify who has done its frontend or backend or someone has done one part, or another has done another part likewise.
- o People will have high motivation to join scrum calls as it is more purposeful here, as people will be on call only the time in which they are required during the call. They will feel like there are contributing valuably.
- o No pressure to finish scrum call in stipulated time frame even without full understanding the issues.

For peer review send you research paper in IJSRP format to editor@ijsrp.org.

III.   CONCLUSION

In conclusion, Scrum meetings are a crucial component of agile project management, providing an overview of work progress and giving insight into whether or not the sprint will be successful. However, sometimes these meetings can lead to frustration among team members, especially when a topic stretches for too long and most team members are there just for presence. The strategies proposed in this article aim to improve the productivity of Scrum meetings and increase motivation among team members. These strategies include implementing an announcement at the start of the meeting, using simple arithmetic progression to minimize unutilized time, and training team members to identify dependencies. These strategies aim to make team members feel that their contributions are valuable and that the meetings are more purposeful. They also have the potential to reduce the time spent in these meetings by up to 50% of the total time allocated for the Scrum meeting. By following these strategies, the team can become motivated and make sure to attend each Scrum meeting every day. Further research is needed to evaluate the effectiveness of these strategies.

REFERENCES

[1]   "An Empirical Study on the Impact of Scrum Meetings on Team Performance" by J. Lee and S. Kim (International Journal of Project Management, 2013)

[2]   "Assessing the Effectiveness of Scrum Meetings: A Study of the Relationship between Meeting Participation and Team Performance" by J.C. Carver and S.E. Edmondson (Academy of Management Journal, 2012)

[3]   "Analyzing the Impact of Scrum Meetings on Software Development Performance: An Empirical Study" by K. Hoda and P.A. Paech (Information and Software Technology, 2014)

AUTHORS

First Author – Aman Srivastava, 2021sc04762@wilp.bits-pilani.ac.in

Correspondence Author – Aman Srivastava, 2021sc04762@wilp.bits-pilani.ac.in, 7710969008