

## Agile Coaching Guide

As the AC, you help set ground rules, make sure that the group is holding their daily standup, and act as a mediator when needed. You are also free to work with developers on completing work in the backlog. The most important things to remember about Scrum at DxH are:



**Scrum teams are self-organizing.** Developers decide how to split the work up among themselves. You can assist with this by facilitating the process (eg scheduling a meeting) but you are not responsible for assigning teams.



**Scrum is about what's doable within your sprint.** Establishing a well-functioning work process is more important than meeting an arbitrary goal. It's fine to set a low-stakes objective, like writing a single scene, for your first Sprint.



**Scrum ceremonies give you a framework.** It's important to make sure that you have an official Sprint Planning meeting and that you find a way to conduct daily standups that works for everyone on your team.



**Ground Rules Save Time.** Setting ground rules with your team up front will prevent friction down the road. [This article](#) is a good primer in setting effective ground rules. Make sure that you document them and keep a copy so that you can refer back to them.



**Standups Are Key** Standup meetings are your primary way of staying current with the team and they are especially important in a remote work environment. If your team is using Slack, the [Standuply](#) bot can collect information from your team members every day. Using an Excel sheet like [this one](#) is also a great way for people to report in.