

SAFe® Team Sync

Facilitator's Guide

Purpose, Intent, and Outcomes

Purpose

The Team Sync serves to coordinate the Agile Team's daily activities and raise any blocking issues or impediments.

Intent

The intent of the Team Sync is to ensure the Agile Team is aligned on daily work, identify any barriers to progress, and coordinate actions to help the entire team deliver the committed iteration goals.

Outcomes

A successful Team Sync delivers the following:

- Alignment on the work completed previously and for the day ahead.
- Surfaced risks and impediments that are blocking the team.
- Resolution of meet-after topics or agreed-upon follow-up actions.

Agenda

The team sync is typically timeboxed to 15 minutes and held daily at the same time and location.

| Step | Time | Description |
|---|--|---|
| Each team member gives an update | 1 minute or less per person | Coach team members to give a brief update by answering these questions: 1) What did I do yesterday to advance the iteration goals? 2) What will I do today to advance the iteration goals? 3) Are there any impediments that will prevent us from meeting the iteration goals? Any topic requiring a longer discussion should be named and moved to a meet-after. |
| Wrap-up/Meet-After | If needed, meet-afters are accomplished after the full team sync | Read out any topics that require further discussion and help team members organize meet-afters with only the involved people. |

Preparation Checklist

Before the event begins, prepare the following:

Attendees, Location, and Inputs

- Establish a regular time that everyone on the team knows and can attend.
- Find a physical or virtual space that fosters communication and collaboration.
- Ensure the team's work is visible, with updates visualized on the work management tool or SAFe Team Kanban board.
- Gather the current status of iteration goals.

Tips and Tricks

Remote Facilitation

If you're having an event online, remember these tips:

- Use a shared digital board or work management tool so the work being planned is visible to everyone.
- You can focus the meeting by sharing your screen with the iteration goals displayed, so participants have them in mind as they share.
- Ask team members to let you know if they won't be able to attend, so the team is not waiting.

Overcoming Challenges

| Potential Issue | Way to Overcome |
|---|---|
| A team member consistently talks more than anyone else | Offer coaching to the individual, suggesting they bullet point their updates before the sync. Model concise updates or step into longer conversations and help teammates formulate meet-afters. |
| Blocked work | Work as a team to identify stories that can wait, be broken down, or be assigned to someone else so that no single team member is overloaded. |
| Team members report to the Scrum Master/Coach instead of the team (status updates) | Remind the team that the sync is for them to coordinate work. Physically step away from the center of the group to focus attention on the speaker and the other team members. |
| The sync turns into a | Gently interrupt and ask the team to use the "meet-after" |

| Potential Issue | Way to Overcome |
|--|--|
| problem-solving session or deep discussion | approach. Use a parking lot to capture topics and ensure they are addressed right after the sync or in a dedicated follow-up meeting. |
| The team focuses only on completed tasks and doesn't look ahead at dependencies or roadblocks | Prompt the team with questions focused on flow: "What's the next most important item?" or "What are you pulling in next?" and "Who do you depend on, or who depends on you?" |

Post-Event Actions

After the Team Sync is over, don't forget to:

- The Scrum Master / Team Coach follows up on risks and impediments.
- Communicate possible impacts to dependent Agile Teams or PI Objectives.
- Update the work management tool or shared Team Kanban board.