

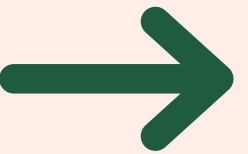
Agile

TOP
TIPS



PowerStandup

Automating
Daily Scrums
with M365



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CREATE A MICROSOFT FORM IN M365



* Using 'Forms' in M365, create a new form named "Daily Scrum Form - [team / project]"

* Add the 3 scrum questions:

1. What did you accomplish yesterday?
2. What will you work on today?
3. Are you having any blockers?

* Configure form settings & preferences



CREATE A TEAMS GROUP CHAT IN M365



- * Using 'Teams' in M365, create a new group chat
- * Add each member of your project team to the group chat
- * Edit the group chat to name it "Daily Standup – [team / project]"



CREATE A POWER AUTOMATE IN M365



- * Using 'Power Automate' in M365, create a new scheduled cloud flow
- * Add recurrence: 8 am, M-F
- * Add activity 'Post message in a chat or channel'
 - Post as: Flow bot | Post in: Group chat
 - Group chat: Daily Standup – [team / project] From STEP 2
 - Message: Paste the direct link to the Daily Scrum Form – [team / project] From STEP 1
plus a personal message or instructions

