

As a Scrum Master You...

...serve as the keeper of the **scrum process**, “holding space” for the team.

...provide **facilitation** for team meetings during the **sprint**—this can mean leading them yourself, recruiting an outside facilitator, or helping the team facilitate their own meetings.

...know when to step back and let the team learn through their own **experience**, including **mistakes**.

...are available to the team and the product owner to **answer questions** and **give advice**.

...**protect the team** from outside distractions, serving as a buffer between the team and external stakeholders.

...**remove impediments** for the team, so they can get on with the work.

...are **not the boss**. Your role is defined by a unique set of responsibilities, not by rank.

...act as an **advocate** for the team to the business.

...coach the **product owner** in scrum practices.

...help the team master the use of **scrum artifacts**, like the task board, the sprint backlog, and burn charts.

...**coach** the team, and individual team members, in scrum practices.

...act as your organization’s chief **scrum evangelist**, helping the entire company embrace scrum.

...lead the **daily scrum** until the team members are comfortable running it by themselves.

...run the second half of the **story time** meeting, or assist the team members in running it themselves.

...provide facilitation for, and participate in, the **sprint retrospective**.

...are **not the scrum police!** You’re not there to tell the team what they’re doing wrong.

...ensure that your duties as a **technical contributor**—if you are one—do not detract from your role as scrum master.

