

Daily standup template

Standup meetings are an integral part of any agile strategy. These short, daily (or weekly) meetings are used to discuss a team's progress and blockers, such as what they worked on the previous day, what they're planning on working on that day, and if there are any roadblocks preventing them from progressing so the team can offer help and advice.

These meetings are typically no longer than 15 minutes but they help everyone understand what everyone else is up to and give a clear picture of whether the team is on track to complete their sprint goals. This template gives an outline of the structure of the standup meeting so you can maximize productivity.

Overview to be outlined by the individual running the meeting:

[Project name]

Overview

Provide a brief overview of the project as it currently stands, and what phase will be covered in the standup meeting.

Update

Give a breakdown of any updates to the project timeline.

Next steps

Go through the next steps following any updates, whether any adjustments to the timeline need to be made.

Template for meeting attendees:

Name	What did you work on yesterday?	What will you work on today?	Any blockers?
John Doe	Put together assets for social media launch	Send out membership emails	Cleaning up the mailing list