

# Customer Support Team Stand-Up Template

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**Date:** [Insert Date]

**Team Member:** [Insert Name]

- **Yesterday's Tickets Resolved:**
  - [Briefly describe the tickets or customer issues you resolved yesterday and any feedback received.]
- **Today's Focus:**
  - [Outline the tickets or customer issues you plan to work on today, including any high-priority cases.]
- **Challenges/Issues:**
  - [List any challenges or issues that could prevent you from resolving customer concerns effectively.]

## **Customer Feedback:**

- [Share any important customer feedback or insights that could help improve service quality.]

## **Notes:**

- [Any additional comments or updates relevant to the team.]