

**Daily Standup** everyday from: (Enter Meeting Date)

Meeting Link: (Enter Meeting Link)

Hi Team,

I wanted to suggest that each team continue using the stand-up doc as part of our daily routine. It's been a really handy tool that encourages collaboration and keeps everyone aligned.

By filling in the relevant information the day before, the teammate representing the group during the daily can easily refer to it while presenting. This makes updates smoother and ensures nothing important is missed.

Just a thought that might help keep things running efficiently!

[Enter the date] (Enter Representative Name)

### **What did you accomplish yesterday?**

1. Briefly describe what you worked on and completed the previous day.

### **What are you working on today?**

1. Share the tasks or goals you plan to work on today.

### **Are there any blockers or challenges?**

1. Mention any obstacles or issues preventing you from making progress, and request help if needed.

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Copy the above template below to match the number of stand-ups scheduled for the entire phase