

Daily Standup

[Team Name] – Daily Standup

January 1, 2024

10:00am – 11:15am

Meeting Purpose:

Review current progress and blockers

10:00 – 10:02	Team Announcements	Team Lead
10:02 – 10:04	What are the main projects being worked on this week?	Team Lead
10:04 – 10:05	What are the main deliverables for the week?	Team Lead
10:05 – 10:12	Answers to the following Questions: - What did I do yesterday? - What will I work on today? - What issues are blocking my work?	All Team Members
10:12 – 10:15	How much closer are we today to our goal this week? Do we need to course-correct?	Team Lead