

Notes from the author (Gergely Orosz - [Web](#), [Linkedin](#), [Twitter](#)):

This is a template similar to what my team at Uber used for team standups. I strongly recommend all teams working remotely use some sort of document: this can be an inspiration. Note that by using this document, you can make standups async as well!

- I write [The Pragmatic Engineer's Newsletter](#) where I share weekly advice, observations, inspiration and resources for engineering managers and senior engineers.
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- Interested in growing as a software engineer? I'm writing [The Software Engineer's Guidebook](#), to be published in 2021. If you find this template useful, you'll find that book even more so.
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Team Update

Date (make a copy)

- **Eng** (add yourself)
 -
- **PM**
 - Kenny
- **EM**
 - Gergely

25 June

- **Eng**
 - Sarah
 - Finished refactoring the add API endpoint
 - Today: testing it, pushing it to prod if all works
 - Tom
 - Yesterday completed trainings, caught up on code reviews
 - **Blocked** on getting in touch with the Pluto team. They've not responded for 2 days now!
 - Matt
 - Implemented the first screen for the designs (see [this PR](#))
 - Carrying on with the next two
 - Stacey
 - Paired with Sarah on the refactor. Great work!
 - **Kenny**: need your help in deciding if we can simplify the payments business logic (get rid of edge cases)
- **PM**
 - Kenny
 - Worked with design for the Zeno project. Here are some [early designs](#) (please don't share!)

- One of our stakeholders is getting nervous about Pluto. I'm handling it, but let me know if we see other risks.

- **EM**

- Gergely

- Updates from the site-wide manager meeting
 - **Additional days off** - the company is expected to go on holiday for 3 days in August (on top of all PTO). Much needed!
 - Perf reviews simplified - for H2, the perf review format is simplified, we'll do less admin.
 - Pluto team: I'm going to ping their EM