

Daily standup template

Structure and facilitate a standup that stays useful, whether it's live or async

Standup meetings are a core part of any agile way of working. They're short, regular check-ins where a team covers progress and blockers: what got done yesterday, what's planned for today, and anything standing in the way, so the team can offer help before a small issue turns into a missed sprint goal.

Keep them short. Most standups run 15 minutes or under. This template covers setting one up properly, the facilitator's project overview, the attendee round-robin, and an async alternative for distributed teams.

1. Set it up right

Run the standup next to your team's task board: physical or digital, Kanban, Jira, Asana, whatever you use. Standups and task boards work as a pair: the board makes the work visible, and the standup is where the team talks through it. Skipping the board and just talking is the most common way a standup quietly turns into a status meeting nobody looks forward to.

Daily works best when there's real urgency, like the run-up to a launch or event. For steadier, more strategic work, weekly or biweekly is often enough. Whatever the cadence, keep it short and keep it next to the board.

2. Facilitator: Project overview

Before the round-robin, whoever's running the meeting gives a quick project-level overview so context isn't lost between sessions, especially useful if the standup isn't literally daily.

e.g. Q3 website relaunch

Overview

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

e.g. We're in week 3 of the Q3 website relaunch. Today's standup covers the design handoff phase ahead of development starting next week.

Update

Give a breakdown of any updates to the project timeline.

e.g. Design sign-off slipped by two days after client feedback came in late. Development start has moved from Monday to Wednesday.

Next steps

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

e.g. Design team finalizes revisions by end of day tomorrow. Dev team confirms updated sprint dates by Friday.

3. Attendee round-robin

Each attendee gives a quick update. Keep it factual and brief, save discussion and problem-solving for right after the standup, not during it.

Not everyone needs a full update every time. A quick "no change" is fine if there's nothing new. Save the time for people with a real blocker or a win worth flagging — that's what keeps the meeting worth showing up to.

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.

4. Running distributed or async? Try this instead

If a live meeting doesn't work across the team's time zones or working hours, the same information works just as well written up in a shared doc or Slack thread. Keep the same four points, just written instead of spoken.

Shipped or moved since last update	Top priority right now	What I'm stuck on	Status
<i>e.g. Finished the checkout page redesign, shipped to staging.</i>	<i>e.g. QA testing on the payment flow.</i>	<i>e.g. Waiting on API keys from the payments vendor.</i>	<i>e.g. Yellow – blocked, not urgent yet.</i>

If attention starts to fade or the meeting feels like a box to check, that's a sign to revisit the cadence or format, not a reason to push through. The goal is visibility and surfaced blockers, not attendance.