

PM Huddle Agenda

- **Assign an evening huddle 'captain'.** This person is certain of the timeliness and effectiveness of the huddle.
- **Keep it short and simple** –If you make note of what worked throughout the day, you can quickly share that information as a team – keep your PM huddle time limited to 10 minutes, max. 5 minutes is even better!
- **Hold your huddle at the same time and in the same place** – if you habitually run late in the afternoon and tend to skip the huddle, take control of your schedule and make adjustments so that you are finished 5-10 minutes before the end of your day.
- **While the AM huddle is for focus, the evening huddle is for accountability and celebration** – What went well today? This is not a time to dwell on what DIDN'T go well. I mean, who wants to go home frustrated? Keep it positive and table challenges for the weekly vision session.
- **Individual acknowledgements** – Everyone on the team share one thing that went well from their perspective – be specific in identifying what happened and acknowledge individuals.