

Daily Stand-Up Template

The daily stand-up meeting keeps teams aligned, focused, and accountable. It provides a short opportunity to share progress, highlight challenges, and coordinate priorities. Use this template to keep stand-ups brief, structured, and productive.

1. Purpose of the Daily Stand-Up

- ☐ Share quick updates on progress.
- ☐ Identify obstacles that may block work.
- ☐ Align priorities for the day.
- ☐ Strengthen communication across the team.
- ☐ Maintain accountability without unnecessary discussion.

Tip: A stand-up is not a problem-solving session. Its purpose is to share information, not to debate solutions.

2. Basic Meeting Rules

- ☐ Duration: Maximum of 15 minutes.
- ☐ Frequency: Daily or as agreed by the team.
- ☐ Attendance: All core team members.
- ☐ Standing format encourages brevity and focus.
- ☐ No laptops, emails, or multitasking during the meeting.

Tip: If the meeting consistently runs long, reduce detail or take problem discussions offline.

3. Recommended Structure

Each team member answers three questions:

1. **What did I complete since the last stand-up?**

2. **What will I focus on today?**

3. What obstacles or blockers are slowing progress?

Tip: Keep answers short and relevant. The focus is progress and alignment, not justification or long reports.

4. Facilitator Responsibilities

- ☐ Start on time and maintain a consistent rhythm.
- ☐ Ensure every team member contributes.
- ☐ Keep updates short and balanced.
- ☐ Note blockers for separate follow-up discussions.
- ☐ End on time and summarise any key points.

Tip: A good facilitator encourages energy and focus, not control. The aim is a quick, useful check-in that supports momentum.

5. Visual Aids or Tracking Tools

- ☐ Use a shared board or screen to show progress (physical or digital).
- ☐ Update task status live during the meeting.
- ☐ Highlight overdue or high-priority items visually.
- ☐ Keep the board simple enough for anyone to read at a glance.
- ☐ Archive completed items weekly to keep focus current.

Tip: Visual tracking makes accountability visible and helps teams stay aligned even outside the meeting.

6. Example Agenda

Step	Topic	Duration
1	Welcome and purpose reminder	1 minute
2	Individual updates (3 questions each)	10 minutes
3	Quick recap and blocker summary	3 minutes
4	Close and handovers	1 minute

Total Time: **15 minutes**

7. Common Pitfalls to Avoid

- ☒ Allowing discussions to drift into problem-solving.
- ☒ Skipping the meeting when busy.
- ☒ Focusing on individual performance rather than team goals.
- ☒ Turning it into a report to management rather than a team alignment tool.
- ☒ Ignoring repeated blockers without follow-up.

Tip: Keep the energy high and the tone collaborative. The goal is shared clarity, not inspection.

8. Optional Variations

- ☐ **Weekly Focus Stand-Up:** Longer meeting once a week to review goals.
 - ☐ **Remote Stand-Up:** Use video and chat tools for distributed teams.
 - ☐ **Themed Days:** Dedicate one day each week to learning, improvement, or recognition.
 - ☐ **Rotating Facilitator:** Rotate who leads to build engagement and ownership.
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How to Use This Template

Print or share this template with your team to set expectations. Keep it visible near your shared workspace or digital board. Regular use of this simple structure helps teams stay aligned, identify problems early, and build rhythm in daily collaboration.