



Practicing Daily Stand-up Meetings

TEAM MEETING GUIDE

> Your first step to seamlessly manage ongoing work

Daily Stand-up Meeting Guide

The purpose of holding Daily Stand-ups is threefold:

- 1 to discuss the **work your team completed yesterday** to ensure task statuses are updated
 - 2 to discuss **today's upcoming work** to ensure the team is in alignment on most pressing needs and priorities
 - 3 to alert the team to any challenges that could prevent or delay progress around specific aspects of work
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Frequency

- Every day for 15 minutes at the beginning of the work day

Attendees

- Meeting facilitator (most often a team leader or project manager)
- Team members at all levels

Preparation

Team leader & senior team

- Understand daily priorities and come prepared to help other team members prioritize their work

Everyone

- Prepare to discuss the work you completed yesterday, what you plan to work on today, and what issues or challenges you are facing that may prevent you from completing your work

Process

- All team members take turns to let the team know:
 - What you did yesterday (or Friday if today is Monday)
 - What you intend to do today
 - Is there anything that you need to get your work done? Is there anything blocking you?
- The team leader and/or senior team members should monitor responses and ensure daily priorities are covered
- The team leader and/or senior team members should take notes about the challenges and make plans to remove them (speak to a client, schedule an informal chat with another colleague, schedule a meeting, etc.)

SOMETHING TO KEEP IN MIND

This meeting is not an opportunity to “get in the weeds” about work; it is a **simple check-in**. If additional or more detailed discussion is needed, affected team members should do a quick, informal meeting after stand-up or schedule a separate meeting for another time. This meeting should not last more than 15 minutes.

 **Happy Strategy brings a human-centered approach to developing inspired, engaged teams.**

We help teams like yours implement and refine project management best practices. To learn more about our process or schedule a complimentary consultation, email julia@thehappystrategy.com.

