

# Standup Meeting Agenda (15 min)

## Roles:

- Facilitator
- Note taker

## Introduction (2 min)

### **Goal:**

- Review the purpose of the meeting

## Team Updates (12 min)

### **Goal: Gain a understanding of the current state of work progress**

Each team members reviews the following:

- What did you do yesterday
- What will you do today
- What blockers stand in your way?

If an item requires further discussion (more than 30 seconds), that needs to be taken “offline” and can be discussed outside of the standup.

## Conclusion (1 min)

### **Goal:**

- Close the meeting