**Daily Scrum Meeting Minutes:**

Attendees: <Enter Attendees' Names>

Start time: <Enter the start time of the meeting>

End time: <Enter the end time of the meeting>

<Enter Team Member 1st's Name>:

* How many hours did I work since the last meeting?
* What was done since the last scrum meeting?
* What is planned to be done until the next scrum meeting?
* What are the hurdles?

<Enter Team Member 2nd's Name>:

* How many hours did I work since the last meeting?
* What was done since the last scrum meeting?
* What is planned to be done until the next scrum meeting?
* What are the hurdles?

<Enter Team Member 3rd's Name>:

* How many hours did I work since the last meeting?
* What was done since the last scrum meeting?
* What is planned to be done until the next scrum meeting?
* What are the hurdles?

<Enter Team Member 4th's Name>:

* How many hours did I work since the last meeting?
* What was done since the last scrum meeting?
* What is planned to be done until the next scrum meeting?
* What are the hurdles?

<Enter Team Member 5th's Name>:

* How many hours did I work since the last meeting?
* What was done since the last scrum meeting?
* What is planned to be done until the next scrum meeting?
* What are the hurdles?