

**The application for a meeting:** Google Meet

( URL for icon: https://images.app.goo.gl/DctS81qXXbZCcJA78 )

**Meeting Duration:** 15-30 minutes

**Meeting Objective:** To ensure team alignment, track progress, identify and resolve issues, and plan the day’s work.

1. **Welcome and Roll Call (2 minutes)**

• The project manager starts the meeting and welcomes the team.

• Team members introduce themselves and mention their focus for the day.

1. **Review of Previous Day (3 minutes)**

• Discuss progress made on tasks since the last meeting.

• Highlight any completed milestones or achievements.

• Address any issues or blockers encountered and how they were resolved.

1. **Today’s Focus and Tasks (5 minutes)**

• Each team member outlines their main tasks for the day.

• Clarify priorities and dependencies.

• Discuss any potential challenges and how to overcome them.

1. **Project Metrics and KPIs (3 minutes)**

• Review key performance indicators (KPIs) related to the project.

• Ensure everyone understands the project’s health and performance.

1. **Upcoming Milestones and Deadlines (2 minutes)**

• Remind the team of upcoming project milestones and deadlines.

• Ensure everyone is aware of their role in meeting these dates.

1. **Open Discussion (5 minutes)**

• Encourage team members to share any concerns, ideas, or suggestions.

• Discuss any roadblocks that need immediate attention.

• Brainstorm solutions as a team.

1. **Action Items and Assignments (3 minutes)**

• Summarize action items and assignments resulting from the discussion.

• Clarify responsibilities and due dates.

• Document these tasks for reference.

1. **Meeting Conclusion (2 minutes)**

• Recap the main takeaways from the meeting.

• Reiterate the importance of clear communication and collaboration.

• Schedule the next daily meeting if necessary.