



Meeting Checklists

Daily Standup

Purpose:

The daily standup is a standing meeting that facilitates team communication. Communicating as a team each day fosters shared responsibility as well as the ability to more rapidly respond to any challenges and changes.

Agenda:

The three questions which are typically addressed by each team member include:

- ☒ What have you done since we last met?
- ☒ What are you planning to do until we meet again?
- ☒ What, if any, impediments are you encountering that are preventing you from making forward progress?

Notes:

Attendees:

Product Owner,
Team Members,
ScrumMaster
and/or Project
Manager,
Interested
Stakeholders

Inputs:

Individual team
member's state of
work currently and
completed

Outputs:

Team communication
and understanding
of individual and
iteration progress,
task status, critical
issues or impediments

Key Considerations:

- Only people with work assigned in the iteration should speak.
- Topics outside the 3 questions should be addressed outside this meeting
- The team should report progress to the team as opposed to one member or a ScrumMaster or manager
- Any unaddressed impediments and issues should be noted

Common Obstacles:

- All team members are not present
- Non-core team members consume the meeting with discussion
- Time is spent on general discussion or detailed tangents vs. targeted progress