Daily Stand-Up Agenda:

* Meeting Time: 08:30 AM
* Last Person to enter the meeting is the first to answer the questions and start the Stand-Up
* Questions: What did you do yesterday?

What will you do today?

What obstacles are you running into?

Do you need help with today’s work?

* End the meeting: Approximately 08:45 AM
* Request one person to stay behind to give feedback on the Daily Stand-Up.