



# Daily Company Stand Up - External

## Afternoon Stand Up

**Every work day at 1:05pm CT we have a company wide standup.**

This is a company-wide meeting and take place in over Zoom.

If we have a lunch and learn scheduled over afternoon stand, we will skip stand for the day as everyone will be on the lunch and learn!

## Czar Responsibilities

**The Stand Up Czar/Tzar of afternoon stand is responsible for:**

- **Sharing a fun fact or a topic of choice each day (when appropriate) to move conversation along (1-2 min)\*\***
  - *\*\*you don't need to get too caught up in the details on fun facts. It can be as simple as an interesting fact about animals or more specific about something going on in the tech world! No need to research or deep dive into anything.*
- **Prompting the group for:**

- **New faces**
  - Afternoon stand up will often have interviewees. In most cases the recruiting team will introduce the interviewee, but the weekly Czar/Tzar should be aware and make sure to ask for new faces to introduce themselves.
- **Helps, interestings & announcements**
  - Ask the group if anyone has any of the above to talk about
  - Rachel may have an activity going on and will provide a reveal/update at the end of stand.
- **Closing out stand up with a countdown (3-2-1) and clap.**
  - If you're not sure what to do, once people get quiet, or it's past 1:15 CT, you can close out stand by saying something like: "alright everyone, that's stand, let's clap out" then do the count down!
- **Assigning a Czar/Tzar for the following week on Friday**
  - If you're not sure who to assign, you can use our Focused Czar Wheel to pick a name at random.