

Assignment: write 2 scripts for daily stand-up meeting

Script 1: Daily Stand-Up Meeting for a Development Team

Facilitator: "Good morning, everyone! Let us start our daily stand-up. We will go around and share three things:

- what you accomplished yesterday,
- what you plan to do today,
- and any blockers you might have.

Let us keep it brief and to the point. I'll start."

Facilitator: "Yesterday, I reviewed the new feature requests and updated the backlog. Today, I will be coordinating with the product team to finalize the sprint goals. No blockers from my side. Jyothi, you are up!"

Team Member 1: "Thanks. Yesterday, I completed the user authentication module and started on the unit tests. Today, I will finish the unit tests and begin integration testing. I am waiting for some test data from the QA team, which is a potential blocker. Jyothi?"

Team Member 2: "Yesterday, I fixed the bug in the payment gateway integration. Today, I will work on optimizing the database queries. No blockers. Uma?"

Team Member 3: "Yesterday, I finalized the UI design for the dashboard. Today, I will start implementing the front-end components. I might need some input from [Designer's name] on the colour scheme, but no major blockers. Hema?"

Team Member 4: "Yesterday, I wrote the initial draft of the API documentation. Today, I will update the API endpoints based on the latest requirements. No blockers. Licky?"

Facilitator: "Great, thanks everyone. If there are no further issues or announcements, let us have a productive day. Remember to reach out if you need help with anything. Meeting adjourned!"

Script 2: Daily Stand-Up Meeting for a Marketing Team

Facilitator: "Good morning, team! Let us kick off our daily stand-up. We will follow the usual format:

- share what you did yesterday
- what you are working on today,
- and if you have any blockers. I'll go first."

Facilitator: "Yesterday, I finalized the content calendar for July. Today, I am focusing on coordinating the upcoming webinar logistics. No blockers. Jyo, over to you."

Team Member 1: "Thanks. Yesterday, I completed the email campaign for our new product launch. Today, I will be analysing the campaign metrics and preparing a report. No blockers. Guna?"

Team Member 2: "Yesterday, I managed the social media accounts and scheduled posts for the week. Today, I am working on a new social media strategy for Q3. I might need some feedback from the team later. Hema?"

Team Member 3: "Yesterday, I created the draft for the blog post on industry trends. Today, I will be editing and finalizing it. No blockers. Vasu?"

Team Member 4: "Yesterday, I designed the graphics for the upcoming ad campaign. Today, I will be working on the video script for the same campaign. No blockers. Chandu?"

Facilitator: "Excellent, thanks everyone. If there are no additional comments or issues, let us get to work. Have a great day and reach out if you need any assistance. Meeting adjourned!"