

Daily Standup SOPs

The daily stand-up meeting will take place at 10:30 a.m. (GMT+5).

Each team member is required to update the following on the respective platform (Azure DevOps / Clickup) before the daily stand-up meeting:

- Task
- Brief task description
- Original Estimate (only when a new task is created)
- Completed work hours
- Remaining working hours
- Status

If any of the team members are unable to join the stand-up meeting for any reason, they are supposed to inform Ali Mojiz before the meeting starts. Also, they have to share their status in the meeting thread when they start work.