# Minutes of Meeting | Daily Scrum

**Date:** [DD/MM/YYYY]

**Time:** [HH:MM AM/PM]

**Attendees:** [List team members]

**Facilitator:** [Scrum Master/Team Lead]

**Discussion Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Yesterday's Work | Today's Plan | Blockers (If Any) |
| [Name] | [Task details] | [Planned work] | [Issues/Dependencies] |
| [Name] | [Task details] | [Planned work] | [Issues/Dependencies] |
| [Name] | [Task details] | [Planned work] | [Issues/Dependencies] |

**Today’s Action Items**

|  |  |
| --- | --- |
| Team Member | To do |
| [Name] | {Action Item 1], [Action Item 2] |
| [Name] | {Action Item 1], [Action Item 2] |
| [Name] | {Action Item 1], [Action Item 2] |