

Daily Standup Template

PROJECT NAME

DATE

LOGISTICS

Where?

Do you want to do it live (in person or over a call)? Or
Do you want to do it asynchronously (over an email
chain)?

Format?

Would the team be open to having a mid-week live
stand up while the rest of the days remain
asynchronous?

Timebox?

Does everyone get to chip in within 15 minutes? Do
you have a large team?

UPDATES

What did you do yesterday that helped the Team meet or
make progress on the Sprint Goal?

What will you do today to help the Team meet the Sprint
Goal?

Do you see any impediment that prevents you or the Team
from meeting the Sprint Goal?

RETRO

Did you achieve your meeting goal?

What is one thing you can improve for the next
meeting?