

Daily Standup Meeting Agenda

1. Meeting Information

Date	{{Date}}
Time	{{Start – End time}}
Location	{{Location or video link}}
Facilitator	{{Facilitator}}
Note-taker	{{Note-taker}}
Attendees	{{Attendees / required vs optional}}

Fill this block before you send the invite so everyone knows when, where, and who is expected. Name a facilitator and a note-taker — meetings without both tend to drift.

2. Objectives

- Sync the team in {{15}} minutes on progress toward the {{sprint / day's}} goal
- Surface blockers so they can be cleared right after standup
- Spot work that needs to be re-planned today, not at the end of the week

State one to three outcomes this meeting must produce — a decision, a plan, an aligned team. If you cannot name an objective, the meeting can probably be an email.

3. Agenda

Topic	Lead	Time	Type
Sprint / day goal — are we on track?	{{Facilitator}}	1 min	Inform
Round-robin: what I finished since yesterday	Each person	5 min	Inform

Round-robin what I'm working on today	Each person	4 min	Inform
Blockers & where I need help	Each person	3 min	Discuss
Take detailed discussions offline (the "after-party")	{{Facilitator}}	2 min	Decide

Give every item an owner, a time box, and a type — Inform, Discuss, or Decide — so people come prepared and you protect time for the decisions that matter. Put the most important item first, not last.

4. Decisions & Notes

Topic	Decision / key note	Follow-up
{{Blocker}}	{{Who will help / what we'll try}}	{{Right after standup}}

Capture decisions as they happen, in the room. A one-line record of what was decided prevents the same debate from reopening next week.

5. Action Items

Action	Owner	Due date
{{Unblock — start with a verb}}	{{Owner}}	{{Today}}
{{Follow-up taken offline}}	{{Owner}}	{{Due}}

Every action needs a single owner and a date — “we” is not an owner. Read these back aloud before you close the meeting so nobody leaves surprised.

6. Parking Lot

- {{Topic to discuss after standup with only the people involved}}

Park anything important that is off-agenda here instead of letting it derail the meeting. Review the parking lot

when you plan the next agenda.

7. Next Meeting

Date & time	{{Date and time}}
Focus	{{Main focus for next time}}

Set the next meeting before everyone leaves — it is far harder to schedule afterward. Note the main focus so the next agenda almost writes itself.