# The Agile Standup Meeting

## Goal

Make and keep commitments to each other, and get help when we're blocked.

Successful stand-ups work best when you keep the group focused and the energy high.

## Duration

15 minutes or less

## Agenda

### 1.0 Welcome

Used to get everyone ready and explain the process.

### 2.0 Team Updates

Everyone answers these questions in turn:

* + - What did you do yesterday?
		- What will you do today?
		- Are there any impediments in your way?

**Rules:**

* + 1. Each person gets no more than 2 minutes.
		2. If you need to talk about something in detail, do it after the meeting.
		3. The note taker writes down any impediments. The Scrum Master will work to resolve them as quickly as possible after the meeting.

### 3.0 Review

Review notes and confirm the time for the next meeting.

## Resources

### Overview

Read about The Agile Standup on the Lucid Meetings Blog.

*4 ways to run status meetings with your remote team that actually work*
<http://blog.lucidmeetings.com/blog/4-ways-status-meetings-remote-team-that-work>

*Debunking 4 Common Myths about Stand-Up Meetings*
<http://blog.lucidmeetings.com/blog/debunking-4-common-myths-stand-up-meetings>

### How-To Guide and Template

Online meeting template with full 8-page Facilitator’s Guide *(Lucid Meetings account required)*<https://meet.lucidmeetings.com/meeting_template/2911>