

STANDARD AGILE STAND-UP FOR REMOTE TEAMS

This meeting format helps established agile teams **make and keep commitments** to each other, and **get help** when they're blocked.

Use this template to setup and run your daily agile project stand-up, or "Daily Scrum".

Best For



Teams using an agile methodology

10 or fewer people

Teams with lots of shared context.

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STEP-BY-STEP INSTRUCTIONS

Before the meeting

Agile stand-up meetings are **rituals** designed to keep a team aligned, create a sense of momentum, and keep projects on track. For this to work, you need to select a time and frequency for this meeting that you can schedule consistently. **For teams working together in the same place, daily meetings work best.** Remote teams using stand-ups tend to prefer meeting every other day.

We recommend you set the schedule for all the meetings in a sprint at the beginning of that sprint. This sets the cadence for that sprint, and leaves you the flexibility to change this pattern for the next sprint if it's doesn't work out.



Schedule all stand-ups for a sprint at once.

During the meeting

1

Welcome

This agenda item gives everyone a chance to get online before you begin. While we recommend against waiting for latecomers (don't punish the punctual!), you should allow a few moments for anyone fumbling with audio or their internet connections to join. Once everyone's online, welcome them and get started.

If this is your first time using this template, begin by explaining the process.

For example, you might say:

“ For this meeting, we'll each take turns answering three questions:

What did you do yesterday? What will you do today? and Are there any impediments in your way?

When I start the next agenda item, everyone should click the the “Raise Hand” button. It's a bit of a race, because we want to keep this quick. We'll start at the bottom of the list with the last person to click the button, and go through each person in turn.

You'll have two minutes to share your answers with the group. When your time is up, we'll move to the next person.

Everyone can take notes, so if you hear something important we should write down, go for it! [Notetaker] is in charge of writing down any blocks, so we can work to clear those after the meeting. ”

When you're ready, **click “Next >”** to get started with the first person's update.

2

Team Updates

Everyone should now **click “Raise Hand”** to get into the speaker queue. Starting at the bottom, **click the green bullhorn (Make Speaker) icon** to approve each person in turn. The speaker timer will show when the 2 minutes is up.

Watch the time, and help people keep their comments brief. After the last person finishes their update, **click “Next >”** to move to the final item and close the meeting.

3

Closing the Meeting

End the meeting by reviewing any notes. Then, confirm the date for the next meeting. Finally, ask everyone to take a moment and review the meeting.

“ There are a lot of ways to run this kind of meeting, and we all want to make sure this is a good use of our time. Before you leave, please quickly rate this meeting and provide some feedback on the form you’ll see once the meeting ends. ”

After the meeting

Send out the follow-up email, which makes sure everyone gets their action items and a full report in their email, even if they couldn’t attend the meeting.



COMMON PROBLEMS & HOW TO SOLVE THEM

Problem	Try
Updates take too long.	<ul style="list-style-type: none">• Stand up, even if joining by computer.• Remind everyone about time at the beginning of the meeting.• Give a good example, and praise people who stick to the time.• Use a buzzer (last resort!)
People try to solve problems in the meeting	<ul style="list-style-type: none">• Stop the discussion.• Enter an action item to work on the problem after the stand-up.
Low energy	Mix it up! See tips below.

MIX IT UP!

Routine helps a team gel and create a consistent rhythm to their work, but it can also get boring! If your meetings start to drag, try one of these variations.

Ask different questions.

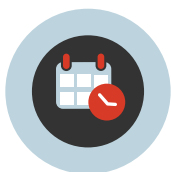
Our favorite variation is:



- What progress did you make on the things you said you'd do at our last meeting?
- What came up that you didn't expect?
- What are you working on next?
- What, if anything, is in your way?

Rotate roles.

Have a different person responsible for facilitating, monitoring time, managing the speaker queue, and taking notes for each meeting. People who have a job to do stay more engaged, especially if it's not a job they do every day.



Change the meeting frequency.

If your work really doesn't move that fast, consider meeting every-other day or every three days instead of daily.

Try a different template!

RESOURCES FOR ACHIEVING MEETING MASTERY



Websites

Jason Yip, “It’s Not Just Standing Up: Patterns for Daily Standup Meetings”

<http://www.martinfowler.com/articles/itsNotJustStandingUp.html>

Agile Alliance, “Daily Meeting”

<http://guide.agilealliance.org/guide/daily.html>

Scott Ambler, “Effective Daily Stand Up Meetings”

<https://disciplinedagiledelivery.wordpress.com/2014/04/02/effective-daily-stand-up-meetings/>



Books

James Shore and Shane Warden, “The Art of Agile Development” 2007

<http://www.jamesshore.com/Agile-Book/>



Lucid Meetings How-To

[Tips for Running Status Meetings](#)

ABOUT THE AUTHOR

This template was designed and produced by the team at Lucid Meetings.



Learn more about us [on our website](#).

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