Daily Standup

# [Team Name] – Daily Standup

## January 1, 2024

## 10:00am – 11:15am

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| Meeting Purpose: Review current progress and blockers |  |
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| 10:00 – 10:02 | Team Announcements | Team Lead |
| 10:02 – 10:04 | What are the main projects being worked on this week? | Team Lead |
| 10:04 – 10:05 | What are the main deliverables for the week? | Team Lead |
| 10:05 – 10:12 | Answers to the following Questions:  * What did I do yesterday? * What will I work on today? * What issues are blocking my work? | All Team Members |
| 10:12 – 10:15 | How much closer are we today to our goal this week? Do we need to course-correct? | Team Lead |