Daily Standup

# [Team Name] – Daily Standup

## January 1, 2024

## 10:00am – 10:15am

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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 – 10:15 | Answers to the following Questions:  * What progress did I make yesterday? * What will I work on today? * What issues are blocking my work? * Do I have any PRs that need review? * Any notes or additional comments? | All Team Members |