**[Company name]**

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

# Weekly Standup Notes

*Keeping standups to fifteen minutes: what was done, what is next, and what is blocked, for each team member.*

## Standup details

| | |
|---|---|
| **Team** | **[Team name]** |
| **Week starting** | **[Week starting]** |
| **Standup lead** | **[Standup lead]** |
| **Meeting day and time** | **[Meeting day and time]** |
| **Prepared by** | **[Name and role]** |
| **Owner** | **[Name and role]** |
| **Version** | 1.0 |
| **Date** | **[DD Month YYYY]** |
| **Review date** | **[DD Month YYYY]** |

### Team member updates

| Team member | Update |
|---|---|
| Example: **[Team member name]** | Finished the supplier tender draft; waiting on two quotes |
| Example: **[Team member name]** | Completed the stock count; two variances to investigate |
| | |
| | |
| | |

### Progress since last week

| Item | Done? | Notes |
|---|---|---|
| Example: Supplier tender draft | Yes | Sent for review 14 May |
| Example: Stock count | Yes | Variances logged |
| | | |
| | | |
| | | |

# [Company name]

## Plans for this week

| Team member | Plan |
|---|---|
| Example: **[Team member name]** | Finalise the tender and submit by Friday |
| Example: **[Team member name]** | Investigate the two stock variances |
| | |
| | |
| | |

## Blockers and help needed

| Blocker | Blocking whom | Help needed from | By when |
|---|---|---|---|
| Example: Awaiting supplier quotes | **[Team member name]** | Procurement | Wednesday |
| | | | |
| | | | |
| | | | |

## Actions agreed

| Action | Owner | Due |
|---|---|---|
| Example: Chase the outstanding supplier quotes | **[Team member name]** | Wednesday |
| | | |
| | | |
| | | |

## Completion checklist

| ✓ | Check |
|---|---|
| | Every team member has an update, a plan, and any blockers recorded. |
| | Blockers name who can unblock them and by when. |
| | Actions agreed have owners and due dates, and last week's actions are closed or carried forward. |