[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

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Item	Done?	Notes
Example: Stock count	Yes	Variances logged

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

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Action	Owner	Due

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.