[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. 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: _____ **Week starting:** _____ **Standup lead:** _____

Meeting day and time: _____ **Prepared by:** _____ **Owner:** _____

Version: 1.0 **Date:** _____ **Review date:** _____ **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

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

[Company name]

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

Completion checklist: [ ] 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.