Ashford Business Services Ltd

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	Sarah Mitchell
Week starting	**Week starting**
Standup lead	**Standup lead**
Meeting day and time	**10:30 am**
Prepared by	**James Patel, Office Manager**
Owner	**Emma Clarke, Finance Manager**
Version	1.0
Date	**9 November 2026**
Review date	**9 November 2026**

Team member updates

Team member	Update
Example: **Sarah Mitchell**	Finished the supplier tender draft; waiting on two quotes
Example: **Sarah Mitchell**	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

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Item	Done?	Notes

Plans for this week

Team member	Plan
Example: **Sarah Mitchell**	Finalise the tender and submit by Friday
Example: **Sarah Mitchell**	Investigate the two stock variances

Blockers and help needed

Blocker	Blocking whom	Help needed from	By when
Example: Awaiting supplier quotes	**Sarah Mitchell**	Procurement	Wednesday

Actions agreed

Action	Owner	Due
Example: Chase the outstanding supplier quotes	**Sarah Mitchell**	Wednesday

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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.