



Template: Daily Standup Meeting

Use these templates to streamline your team's daily, weekly, or regular standups to maximize productivity. [Learn more](#) about this template.

[Project Name] Standup Template

Overview

[Provide a brief overview of where the project stands and the phase that will be covered in this standup update.]

Status Update

[This section is a breakdown of the status of each stakeholder's tasks for the project. This can take the form of a bulleted list, divided section for each team, or any other format that makes sense for your team.]

Next Steps

[After covering overall status updates, what are the next steps? Is everything proceeding according to plan or adjustments to the timeline necessary?]



Daily Standup

About this template

Everyone writes their name

Sonia	Nick	Leon	Marissa	Name	Name
<p>What did you work on yesterday?</p> <p>What will you work on today?</p> <p>Any blockers?</p>	<p>What did you work on yesterday?</p> <p>What will you work on today?</p> <p>Any blockers?</p>	<p>What did you work on yesterday?</p> <p>What will you work on today?</p> <p>Any blockers?</p>	<p>What did you work on yesterday?</p> <p>What will you work on today?</p> <p>Any blockers?</p>	<p>What did you work on yesterday?</p> <p>What will you work on today?</p> <p>Any blockers?</p>	<p>What did you work on yesterday?</p> <p>What will you work on today?</p> <p>Any blockers?</p>

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