

PROPELLER

DAILY STANDUP GUIDE

WHAT IT IS

A brief daily status meeting usually held standing rather than sitting — which helps everyone be brief and to the point. Each person summarizes:

1. What they accomplished yesterday
2. What they'll tackle today
3. Anything slowing them down (roadblocks, lack of clarity, access, or resources)

The team shouldn't try to discuss or solve any issues raised. The point is for everyone to know what is going on and identify who needs to be in follow-up conversations. Stand ups provide everyone with the big picture, and people only spend time in working sessions if their input is needed.

HOW TO MAKE IT WORK REMOTELY

With teams distributed across many locations, the daily standup becomes even more important to prevent work from stalling, waiting on an email response or playing phone tag. Many of the tips below also apply to in-person meetings but become crucial to success for remote collaboration!

STRUCTURE FOR SUCCESS

- Schedule for the same time every day, and prioritize full team attendance
- Set expectations early, and reiterate for the first several meetings
- Use a shared digital status board that everyone can reference
- Designate someone to capture topics raised for follow-up conversations

BUILD YOUR RHYTHM

- Open up the call early to overcome any of your own technical hiccups
- Establish a method to "pass the mic" around to avoid talking over one another
- Support team follow-through by holding clarifying discussions immediately after the full meeting if possible

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CUSTOMIZE FOR YOUR TEAM

- Address existing project plans or dashboards
- Turn on video for a more collaborative feel, or make customized avatars to help personalities shine through
- Add an occasional short ice breaker question for people to answer along with their update to build relationships and add levity
- Once your team builds the daily standup habit, your other recurring meetings may become less necessary—you might need them less often, for shorter time periods, or not at all!

THINGS TO AVOID

- Don't create a lot of overhead sending detailed agendas in advance or meeting minutes after the fact
- Don't let anyone turn their update into a laundry list or play-by-play
- Don't police the process so much that you force people to schedule follow-up meetings when an extra 30 seconds of discussion would resolve the topic
- Don't lose sight of the need for community

OUR FAVORITE TOOLS TO USE

- Kanban boards, like those in [Jira](#), [Trello](#), [Basecamp](#), [Asana](#), [Monday](#), or [Smartsheet](#)
- Group chat tools, like [Slack](#), [Microsoft Teams](#), or [Monday](#)
- Conferencing tools like [Zoom](#), [Skype](#), or [Google Hangouts](#)