

Mastering Stand Up Meetings

Transform your standup meetings into a powerful tool for project success!



Purpose:

- To provide a brief, daily/weekly update on progress.
- To identify and quickly resolve roadblocks.
- To foster team alignment and communication.

Key Principles:

- **Time-boxed:** Keep it short! Aim for 15 minutes maximum.
- **Standing:** Encourages brevity and focus.
- **Structured:** Follow a consistent format.
- **Problem-solving offline:** Address complex issues after the standup.
- **Positive and collaborative:** Maintain a supportive environment.

The Three Core Questions:

Each team member should answer these three questions:

1. **What did I accomplish since the last standup?**
2. **What will I accomplish before the next standup?**
3. **What roadblocks or impediments are preventing me from making progress?**

Instructions for Effective Standups:

1. **Before the standup:**
 - Review your tasks and progress.
 - Note any roadblocks and questions
2. **Meeting Facilitation:**
 - Start on time and keep the meeting focused.
 - Ensure everyone adheres to the time limit.
 - Use a consistent order for team members to speak.
 - Record any impediments so they can be addressed after the meeting.
3. **During the Standup:**
 - Be concise and focused on relevant information.
 - Avoid lengthy discussions or problem-solving.
 - Listen actively to your teammates.
 - If a team member has a roadblock, facilitate the team to see if someone can assist them after the meeting.
4. **After the Standup:**
 - Address roadblocks and impediments offline.
 - Follow up with individuals as needed.
 - Update project tracking tools with relevant information.

Practical Examples and Tips:

- **Visual Aids:** Use a Kanban board or task management tool to visualize progress.
- **Rotation:** Rotate the facilitator role to encourage team ownership.
- **Focus on Progress:** Emphasize accomplishments and forward momentum.
- **Roadblock Parking Lot:** Create a "parking lot" for non-urgent issues to be addressed later.
- **Celebrate Wins:** Briefly acknowledge team achievements and milestones.
- **Adapt to Your Team:** Adjust the format and frequency to suit your team's needs.
- **Remote Teams:** Use video conferencing and collaborative tools for virtual standups.
- **Keep it positive:** Encourage a supportive and collaborative environment.
- **Example Impediments:**
 - "I'm waiting for feedback from the client."
 - "I'm having trouble replicating a bug."
 - "I need access to a specific resource."
 - "I have a dependency on another team."