Daily standup template

Post it at the start of your own day. Four lines, most important first. Blocked and Need are the two lines someone else acts on.

Standup: [name], [date]

Since last update: [what moved, with links]

Today: [one to three items, most important first]

Blocked: [what, waiting on whom, since when] or “Nothing.”

Need: [@person: what, by when] or “Nothing.”