

Stand-up

To synchronise the team and get everyone on the same page,

- A stand-up is not simply a regular team meeting where all participants 'stand-up'.
- A stand-up is a regular, time-boxed session to share commitment, communicate status and identify obstacles—with no more than fifteen minutes allocated to the entire stand-up.
- The underlying theme for the stand-up is self-organisation.
- The entire project team attends—but be careful not to have a 'cast of thousands'.
- Core team members report, guests (for example stakeholders) are welcome, but are there as observers.
- The stand-up is not for story telling, issue resolution or general manager updates.
- Team members must consider what is relevant for the team—this is not an opportunity to just talk about what each person has achieved in the minutiae!
- If general discussion starts, remind participants to focus on answering the questions.
- If stakeholders / observers wish to join in, remind them that the stand-up is for the core project team.

Key Points

Stand-ups are short, sharp and focussed sessions. They are not a forum for story telling or issue resolution.

Stand-ups should be used for sharing high-level status and identifying obstacles to team progress.

Participants should consider updates that are relevant to the entire team—not simply general updates.

Simple Format

"What have I completed since we last met?"

"What do I plan to complete before we next meet?"

"What (if anything) is an obstacle to completing my objectives?"

"Who do I need to speak to in the team to progress further?"