DAILY STANDUP & AGILE SCRUM NOTES

SPRINT TRACKING | YESTERDAY & TODAY COMMITMENTS | BLOCKERS & ESCALATION

Sprint Name / #: _____ **Scrum Master / Lead:** _____ **Date:** _____

Team / Pod: _____ **Standup Time:** _____ **Sprint Day #:** _____

Sprint Goal: _____

TEAM MEMBER ROUND-ROBIN UPDATES

Team Member & Role	Yesterday's Accomplishments	Today's Commitments & Priorities	Blockers & Dependencies	Help?
Member 1: Role: _____	- _____ - _____	- _____ - _____	[ ] None [ ] Blocked Re: _____	[ ] Yes [ ] No
Member 2: Role: _____	- _____ - _____	- _____ - _____	[ ] None [ ] Blocked Re: _____	[ ] Yes [ ] No
Member 3: Role: _____	- _____ - _____	- _____ - _____	[ ] None [ ] Blocked Re: _____	[ ] Yes [ ] No
Member 4: Role: _____	- _____ - _____	- _____ - _____	[ ] None [ ] Blocked Re: _____	[ ] Yes [ ] No
Member 5: Role: _____	- _____ - _____	- _____ - _____	[ ] None [ ] Blocked Re: _____	[ ] Yes [ ] No
Member 6: Role: _____	- _____ - _____	- _____ - _____	[ ] None [ ] Blocked Re: _____	[ ] Yes [ ] No
Member 7: Role: _____	- _____ - _____	- _____ - _____	[ ] None [ ] Blocked Re: _____	[ ] Yes [ ] No

ACTIVE BLOCKER ESCALATION BOARD

Impediment 1: Severity: [ ] High [ ] Med [ ] Low
Description: _____
Owner: _____ Resolution Target: _____

Impediment 2: Severity: [ ] High [ ] Med [ ] Low
Description: _____
Owner: _____ Resolution Target: _____

Impediment 3: Severity: [ ] High [ ] Med [ ] Low
Description: _____
Owner: _____ Resolution Target: _____

PARKING LOT & TECHNICAL DISCUSSIONS (16TH MINUTE)

Topic 1: _____
Required Attendees: _____
Action Outcome / Agreed Decision: _____

Topic 2: _____
Required Attendees: _____
Action Outcome / Agreed Decision: _____

Topic 3: _____
Required Attendees: _____
Action Outcome / Agreed Decision: _____

Sprint Health Status: [ ] Green (On Track) [ ] Yellow (At Risk) [ ] Red (Blocked) **Next Standup:** _____