

# STAND UP MEETING AGENDA FOR

---

## MEETING DETAILS

Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Location: \_\_\_\_\_ Meeting Lead: \_\_\_\_\_

## ATTENDANCE

Attendees: \_\_\_\_\_

Absentees: \_\_\_\_\_

## ITEMS & DISCUSSION

\_\_\_ min **1<sup>ST</sup> ITEM: Opening**

INTRODUCTION: \_\_\_\_\_

\_\_\_ min **2<sup>ND</sup> ITEM: Take Attendance**

ROLL CALL: \_\_\_\_\_

\_\_\_ min **3<sup>RD</sup> ITEM: Old Business**

DISCUSSION: \_\_\_\_\_

\_\_\_ min **4<sup>TH</sup> ITEM: New Business**

DISCUSSION: \_\_\_\_\_

\_\_\_ min **5<sup>TH</sup> ITEM: Round Robin for Questions / Updates**

DISCUSSION: \_\_\_\_\_