


STANDUP MEETINGS



What is a Standup Meeting?

- Typically daily
- Typically short (about 15 min)
- For planning and addressing roadblocks
- Go around the room, each person does a quick shareout
 - What you worked on since yesterday?
 - What are you working on today?
 - Are there any roadblocks?

A standup meeting is typically a short daily meeting for planning. The format allows everyone to hear the current progress of every team member to address any roadblocks. The goal is to keep it quick and keep the progress moving.

For some projects, or some portions of projects, you might decide that standup meetings will help. For example, perhaps you are now in the testing phase of your project, and there is a lot of new information popping up and it's more effective to get together to plan and address issues. A daily 15-minute standup meeting could help.

Standup Meeting Format:

If you conduct a standup meeting, ask all attendees to be prepared to state:

- What they've done since yesterday
- What they're working on today
- If there are any roadblocks or "blockers"

It's a quick whip around the room and can be very beneficial to quickly addressing obstacles.

Scenario:

USING DAILY STANDUPS TO STAY AGILE DURING YUBIKEY TESTING

Project	Rolling out YubiKeys to all employees for Multi-Factor Authentication (MFA)
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Scenario	A project team is in the testing phase of their MFA project. Their 5-person team is focused on making sure YubiKeys work across different applications, documenting any issues, correcting them, and retesting. There's a lot of new information every day, and things are moving fast.
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Decision to incorporate standup meetings	<p>Their project manager decides to hold a daily 15-minute standup meeting to keep everyone aligned and agile. It's scheduled at the beginning of the workday.</p> <p>Everyone stays standing (when the standup meeting is conducted in person) to keep it brief and efficient, thus the name "standup."</p>
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How everyone reports out (the "whip around the room")	<ul style="list-style-type: none">• Network Ned: "Yesterday, I tested YubiKeys with our VPN. Today, I'll try with remote desktop. My roadblock is that I need a test account from Help Desk Helena."• Help Desk Helena: "I've been prepping test users. Today, I'll get Network Ned the account, then continue prepping the test users. No blockers."• Systems Syd: "Working on Active Directory sync with the YubiKey system. Nothing in my way."• Security Selena: "Yesterday I found an issue with logging. I'm working with vendor support. My only blocker is waiting on their reply."• Project Manager Presley: "Thanks, everyone. I jotted down today's roadblocks. Security Selena, let's stick around for 5 minutes so we can agree on how long we can wait on the vendor before I need to escalate this. Let me know if you need anything. Otherwise, see you at tomorrow's standup."
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Benefits the team notices	<ul style="list-style-type: none">• Fast decisions. No need to wait for the next full team status meeting.• Team accountability and visibility. Everyone knows who's doing what.• Quick roadblock removal. Issues don't sit for days.• Momentum. Testing continues without delay.
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