# Daily Standup Notes Template

Short notes from a daily standup: what each person did, will do, and what blocks them. The main value is the blocker list — it's what needs action after the standup.

| | |
|---|---|
| **Team** | |
| **Date** | |
| **Sprint / week** | |

## Updates

| Person | Yesterday | Today | Blockers |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## Blockers to resolve

| Blocker | Who is blocked | Who helps | When |
|---|---|---|---|
| | | | |

## Parking lot

Topics raised that need a separate conversation after the standup:

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## How to fill it in

- **One line per field.** Standup notes are a scan, not a report.
- **Blockers get an owner who helps,** not just a description.
- **Discussions go to the parking lot.** Keep the standup itself short.
- **Carry unresolved blockers** into tomorrow's notes until they're cleared.