

Daily Meeting Agenda

Date:

Time:

Facilitator:

Name

Attendees:

List names separated by commas

Agenda Items

1. Opening / Check-in

Notes...

2. Yesterday's Progress

Notes...

3. Today's Plan

Notes...

4. Obstacles / Blockers

Notes...

5. Announcements

Notes...

Action Items

Action item description

Action item description

Notes

Any additional notes...

