TFT TOTAL FOOTBALL

Daily Standup Template

Meeting Details

📅 **Date:** (DD/MM/YYYY)

👥 **Facilitator:** (Name)

🔨 **Sprint/Project Name:** (Sprint X / Feature Set)

🔄 **Role Adjustments (if any):** (Yes/No)

Team Updates

Each team member should fill in the following before or during the standup.

Team Member	Yesterday's Work	Today's Plan	Challenges/ Blockers	Dependencies (Team/Stakeholders)	Help Needed? (Yes/No)
Name 1	_ _ _	_ _ _	_ _ _	(List dependencies, if any)	☑/✗
Name 2	_ _ _	_ _ _	_ _ _	_ _ _	☑/✗
Name 3	_ _ _	_ _ _	_ _ _	_ _ _	☑/✗

Action Items & Next Steps

◇ **Resolutions for Blockers:** (List any solutions discussed during the standup)

◇ **Additional Support Needed:** (Mention who will provide help and expected timeline)

◇ **Key Takeaways:** (Summarize important points and align priorities)

🚀 **End of Standup** – Keep it short, focus

COMDEZ