

# THE DAILY STANDUP



DOLAND WHITE  
The Empowerment Co.

## What is a Stand-Up Meeting?

A stand-up meeting, also known as a daily scrum, is a short, focused meeting designed to **keep teams aligned, identify roadblocks, and create accountability.**

These meetings typically last 15 minutes and ensure that all team members are aware of progress, priorities, and potential challenges.

Unlike traditional status meetings, stand-ups encourage quick, to-the-point updates that keep momentum high.

### Why Stand-Up Meetings Matter for Leaders

As a leader, your goal is to **drive execution and efficiency** while fostering a culture of collaboration and empowerment. A well-run stand-up meeting can:

- **Improve Team Alignment** – Ensures everyone knows what’s happening and how their work fits into the bigger picture.
- **Enhance Accountability** – Encourages team members to take ownership of their tasks.
- **Identify Roadblocks Early** – Allows for quick problem resolution before minor issues escalate.
- **Boost Productivity** – Keeps meetings short and action-oriented, minimizing wasted time.
- **Strengthen Communication** – Promotes transparency and collaboration across teams.
- **Build Trust** – Encourages openness, honesty, and consistency in team interactions, reinforcing a culture of trust.

## Best Practices for Running a Successful Stand-Up Meeting

### Keep It Short & Structured

- Timebox the meeting to 15 minutes.
- Follow a simple format where each team member answers three key questions:
  1. What did you accomplish yesterday?
  2. What will you accomplish today?
  3. Are there any obstacles in your way?

### Ensure the Right People Attend

- Core team members should be present—those actively contributing to the work.
- Observers (leaders, stakeholders) can attend but should not disrupt the flow.

### Maintain Punctuality & Consistency

- Hold the meeting at the same time and place every day.
- Encourage on-time attendance by fostering team accountability.

### Keep the Meeting Engaging & Productive

- Use a visual board (Kanban, sprint backlog) to keep progress clear.
- Team members should speak to each other, not just the leader.
- Introduce a “Sixteenth Minute” – Any deep discussions happen after the stand-up.

### Adapt for Remote Teams

- Use video calls to maintain engagement.
- Allow 3-5 minutes of small talk to build rapport.
- Adjust for time zones to ensure everyone can participate.

### Avoid Turning It Into a Problem-Solving Session

- Identify issues but solve them later in a separate discussion.
- Keep problem-solving out of the stand-up to maintain efficiency.

### Should Stand-Ups Always Be Daily?

- In most cases, yes, to maintain momentum.
- Exceptions: Teams working across extreme time zones or on days with long sprint planning meetings.

## How Stand-Up Meetings Align with the Four Pillars of Leadership

A well-executed stand-up meeting supports each of the four pillars of leadership:

1. **Trust and Autonomy** – Encourages self-sufficiency by allowing team members to own their work while fostering transparency.
2. **Communication and Transparency** – Ensures everyone is aligned and aware of priorities, roadblocks, and key decisions.
3. **Growth and Innovation** – Provides space for team members to share progress, collaborate, and continuously improve processes.
4. **Systems of Accountability** – Creates a structured framework where progress is tracked, obstacles are identified, and commitments are reinforced daily.

Your Next Step: Optimize Your Leadership Process

Let's talk if you want to implement stand-up meetings effectively and enhance your team's performance.

A handwritten signature in black ink that reads "Doland". The signature is fluid and cursive, with a large initial 'D' and a trailing flourish.

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