Team Huddle Agenda
A daily “stand up” meeting

Ground Rules

- **Same Time, Same Place.** *Typically first thing in the morning.*
- **Everyone Stands.** *If you cannot comfortably stand for 15 minutes, grab a chair.*
- **Keep it Quick.** *This is a huddle, not a seminar.*
- **Full Attendance is Expected.** *If you must miss a huddle, it is your job to find out what you missed. If the manager must miss a huddle, they must delegate another team member to run it.*

Agenda

- **Manager:** Take 1-3 minutes to make any important announcements. Focus on information the team needs on that day. Practical things, like absences, customer feedback, and changes to the schedule.
- **Around the Circle:** Each person takes 1-3 minutes to share what they will be working on that day. Highlight the big priorities or outcomes you are striving for, don’t list out every little thing. If something you are doing is going to impact another team member, be sure to bring it up.
- **Problem Solving:** Anyone who is experiencing a roadblock to doing their work should bring it up now. Do you need help? Are you missing key information? Do you need a 10 minute meeting with someone in the circle? Now is the time to bring it up. Note: Do not try to solve the problem during the huddle. But do make arrangements for those conversations.
- **Closing:** Manager closes the huddle and everyone returns to work.

Tips

- **Daily is Best:** The huddle works very well to “keep everyone in the loop” while building accountability and solving day-to-day problems. You can do a huddle weekly and get most of those benefits. Less than weekly is not worth doing.

- **Virtual is Fine:** You can huddle over video conference, teleconference, or allow remote workers to call into the huddle. Follow the same format for virtual huddles.
Why Use the Team Huddle?

This Powerful Meeting Technique Provides Many Benefits

- **When your team needs to work together closely.** Interdependent jobs can be tough when the left hand doesn’t know what the right hand is doing. Take a couple minutes each morning to keep one another in the loop.

- **When there are frequent changes and/or obstacles.** If “the plan” changes on Tuesday because the customer needed something unusual, and again on Thursday because the shipment came in late, your team needs to be nimble. Daily communication can speed problem solving and increase transparency.

- **When you need to monitor your team.** A huddle is a great management technique. By hearing “what my priority is” from each team member, you can see how your team members are prioritizing their work, and what they are getting done.

- **When you want to increase “helping” within the team.** The problem solving step is a place where everyone has an opportunity to request and/or offer help to one another. This is a great way to build camaraderie and mutual respect.

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ABOUT THE AUTHOR – CHERI BAKER

Cheri Baker, President of Emergence Consulting, is known for her ability to help good people become great bosses. A talented trainer and facilitator, Cheri brings a combination of practicality and playfulness to her work, making the process of change enjoyable and sustainable.

Emergence Consulting works primarily with *mission-driven* organizations that serve a purpose beyond profit. Her clients include social enterprises, governmental organizations, not-for-profits, and ethical for profits throughout the Pacific Northwest.

Cheri holds a Masters degree in Organizational Psychology from Antioch University in Seattle, and a Bachelors in Business from Washington State University. In her spare time, she writes mystery novels about an [HR Manager turned crime solver](https://emerenceconsulting.com).

Visit EmergenceConsulting.com to learn more about Cheri’s work with teams and leaders.