

7 Must-Follow Standup Meeting Rules

Whether you've been doing daily standups for a while, or your team is just starting out, these 7 standup meeting rules will help keep your meetings on track and productive every day.



- Keep it brief.
- Communicate the meeting's goals.
- Decide on a Scrum Master or manager that will lead the meetings.
- Hold multiple scrums/standups for different teams if needed.
- Decide if your standups should be synchronous /asynchronous.
- Keep the meeting time and place consistent.
- Ask the same three daily standup questions.