

# 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.