**DAILY SCRUM MEETING MINUTES TEMPLATE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME | QUESTION | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY |
| Name | What did you work on yesterday? |   |   |   |   |   |
| What are you working on today? |   |   |   |   |   |
| Any blockers? |   |   |   |   |   |
| Name | What did you work on yesterday? |   |   |   |   |   |
| What are you working on today? |   |   |   |   |   |
| Any blockers? |   |   |   |   |   |
| Name | What did you work on yesterday? |   |   |   |   |   |
| What are you working on today? |   |   |   |   |   |
| Any blockers? |   |   |   |   |   |
| Name | What did you work on yesterday? |   |   |   |   |   |
| What are you working on today? |   |   |   |   |   |
| Any blockers? |   |   |   |   |   |
| Name | What did you work on yesterday? |   |   |   |   |   |
| What are you working on today? |   |   |   |   |   |
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| Name | What did you work on yesterday? |   |   |   |   |   |
| What are you working on today? |   |   |   |   |   |
| Any blockers? |   |   |   |   |   |

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