**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11858&utm_source=template-word&utm_medium=content&utm_campaign=Daily+Scrum+Meeting+Minutes-word-11858&lpa=Daily+Scrum+Meeting+Minutes+word+11858)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? |  |  |  |  |  |
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| Any blockers? |  |  |  |  |  |
| Name | What did you work on yesterday? |  |  |  |  |  |
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| Name | What did you work on yesterday? |  |  |  |  |  |
| What are you working on today? |  |  |  |  |  |
| Any blockers? |  |  |  |  |  |

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