

Team Huddle Sample Agendas

Instructions: Huddles are 15 to 20 minutes in length. Choose a start time that ensures that your entire team can attend on a regular basis. If you are a remote team, decide on a virtual platform that is easy to use, like Zoom. Try one of the agendas below that best suits the needs of the team. Implement your plan with your team for 2 to 3 weeks. Evaluate and change your huddle flow to suit you and your team's needs.

Sample Agenda 1

- My achievements from yesterday
- How my achievements demonstrate organizational values
- My priorities for the day

Sample Agenda 2

- Am I on track with my daily objectives?
- If not, what adjustments am I making? What support do I need from others?
- What opportunities do I see for working together?

Sample Agenda 3

- What did I achieve yesterday?
- What are my priorities for today?
- Where do I need support? What are my "stucks"

Tips on Facilitating Team Huddles

- **Maintain Focus.** Use ground rules or discussion guidelines; defer problem-solving and long discussions to other ad-hoc meetings.
- **Ensure consistent attendance.** If people are not attending - ask why, review feedback, and improve.
- **Keep it positive.** Team huddles should build connections and inspire. Negativity should be dissuaded. Defer performance issues to 1:1 meetings.

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