# Daily Standup Report

*Purpose:* This document is designed to capture a team's daily updates in an agile or scrum-based project setting. It provides a snapshot of what each team member worked on yesterday, is working on today, and any obstacles they are facing.

## Date: {date}

### Team: {teamName}

### Facilitator: {facilitator}

## Team Members' Updates

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Tasks Yesterday** | **Tasks Today** | **Blockers** |
| {#teamMembers}{name} | {tasksYesterday} | {tasksToday} | {blockers}{/teamMembers} |

## General Notes

{notes}

{#actionItems}

## Action Items

* **{title}:** {description} - *{owner}* (Due: {dueDate})

{/actionItems}

{#blockerSummary}

## Blocker Summary

* **{title}:** {details}

{/blockerSummary}