

# 15-Minute Team Huddle Guide

Quick, focused, and consistent connection – anytime, anywhere.\*



## Purpose

- Align team on priorities
- Share key updates
- Build connection & momentum

## Frequency

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## Instructions

It's time to start planning "**stand-up meetings**". These are short meetings where you share important updates and news. Here's how to get started.

1. Add stand-up meetings to your upcoming agenda with your team leaders.
  2. Explain what stand-up meetings are, why they're important, and what you expect from them.
  3. Ask for their feedback and listen to their concerns.
  4. Get their commitment to participate at agreed-upon times.
  5. Before launching stand-up meetings, share your approach with your co-leaders and agree on the key items to share through the organization weekly.
  6. Start these meetings as soon as possible and keep practicing. Over time, this will build trust and camaraderie among your team(s).
  7. As stand-up meetings start to "stick", consider doing one with your leader and the other leaders.
  8. As you get more comfortable, you can start teaching and expecting other leaders to do the same with their teams.
- Use the same cascaded weekly agency content weekly.

## Agenda

3 minutes	<b>Personal check-in (optional depending on team size):</b> one word for the weekend, or anything to share in less than 30 seconds per member; use chat to share pictures or websites.
10 minutes	<b>Key Work Updates:</b> each member shares what they're working on this week; quick wins or key progress.
2 minutes	<b>Leader Update:</b> critical news or words of inspiration for the week.

## Pro-Tips

- **Be consistent** – same time, same format.
- **Be human** – make space for connection.
- **Be inclusive** – chat and share documents for remote folks.
- **Be focused** – take deep dives offline.

\*Works best in addition to agency work planning and regular team meetings. This is not meant to take the place of either.