



Moving to a working from home environment is a big change for some people. Team Huddles are one way to stay connected in a virtual workplace.

What is the purpose of a daily stand-up or “CBN Huddle”?

- It allows teams to stay connected on a daily basis.
- It is a commitment and coordination meeting, designed to ensure that the entire team is aware of impediments, what tasks are done or not done.
- It provides the opportunity for team members to provide support to each other.

How long should it last?

This will depend on the team size, but a good rule of thumb is no more than 15 minutes. You should have just enough time to gather the facts and gauge whether further offline discussions are required to remove impediments.

Is daily too much?

Teams which are task volume driven will need to be daily however, your manager should tailor the meeting frequency to the teams’ needs.

As a meeting participant, what should I do?

- Focus on immediate tasks only. The discussion is short and designed to only talk about what is important today. Strategic discussions should be held in other meetings.
- Be prepared to ask for help and raise items preventing you from moving your workload forward.
- If you are unsure about what you should be working on, let your Manager know so they can assist.

What do I do with other team meetings?

Consider whether these are still necessary, can be shortened or more focused on strategic in nature

CBN HUDDLE SUMMARY

GROUND RULE

- Same Time, Same Place.** Typically, first thing in the morning.
- Keep it quick.** This is a huddle not a seminar.
- Full attendance is expected.** If you miss a huddle it is your job to find out what you missed. If the manager must miss a huddle, they delegate another team member to run it.

AGENDA

- Manager:** Take 1-3 minutes to make any important announcements. Focus on information the team needs on that day.
- Around the circle:** Everyone takes 1-3 minutes to share:
 - What did I work on yesterday?
 - What am I working on today?
 - What issues are blocking me?
- Problem solving:** Do not try to solve the problem during the huddle. But do make arrangements for those conversations.
- Wellbeing:** Ask each team member “What are you doing for your wellbeing to combat the **isolation?**”
- Closing:** Manager closes the huddle and everyone returns to work.

TIPS:

- Daily is best:** The huddle works very well to “keep everyone in the loop” while building and solving day-to-day problems.