The Most Effective Way to Begin Each Day

The _____ _____

The purpose for the Daily Huddle is to ensure the strategic work that moves projects forward is planned.

Guidelines for Successful Daily Huddles

1. The daily huddle should last a maximum of _____ minutes.
2. There is no _____ brought to this meeting.
3. Everyone _____.
4. Everyone shows up with the _____ list for today developed during the **SPA** from the prior evening.
5. This is *not* a _____ meeting.
6. This meeting is held even if the supervisor is not available.

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