

Sample Huddle Agenda

5-30 minutes

1. **Greeting /Welcome** - Ask team: Anything new, updates or things to recognize this week?
2. **Choose facilitator/Timekeeper /Assign a Scribe** – Rotate weekly
3. **Go to “Ideas in Progress”/Discuss action items due this week** - Status update, move idea card to next step (if applicable), use teamwork, help each other.
4. **Discuss “New Ideas” (when space is available in task list)** – Why is it happening? Record task on board in “ideas in Progress” , assign owners and due dates...
5. **End meeting when out of time or all ideas in progress discussed. Don't forget to record implemented Ideas.**
6. **Remind everyone to vote on the “New Ideas” during week (before next huddle)**
7. **Debrief** - How did the huddle go today? What went well?
8. **Celebrate Progress!** Congratulate and recognize team & individual progress!.

