Stand Ups

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30 minute check-in

☐ **Action Item Follow Ups**

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ **What have you been working on? Do you have any blockers? What will you be working on?**

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ **Outstanding Items**

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ **Action Items**

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared