

# Team Huddle Agenda

Reusable structure for daily or weekly team briefings



**HOW TO USE THIS TEMPLATE**  
Print a fresh copy for each huddle or keep a digital version open during the session. Fill in the metrics beforehand so the conversation stays focused. Capture actions and owners during the meeting and follow up at the next session.

DATE

TEAM / DEPARTMENT

LED BY

## Highlights — Yesterday / Last Week

- 
- 
- 

## Key Metrics

| METRIC | VALUE | TREND                 |
|--------|-------|-----------------------|
|        |       | <div>UPDOWNFLAT</div> |
|        |       | <div>UPDOWNFLAT</div> |
|        |       | <div>UPDOWNFLAT</div> |
|        |       | <div>UPDOWNFLAT</div> |
|        |       | <div>UPDOWNFLAT</div> |

**Focus Area — Today / This Week**

**Shout-Outs — Recognise Good Performance**

Actions & Owners

| ACTION | OWNER | DUE DATE |
|--------|-------|----------|
|        |       |          |
|        |       |          |

Any Blockers or Escalations?

Additional Notes

| NEXT HUDDLE — DATE / TIME | NOTES |
|---------------------------|-------|
|                           |       |