# Team stand-up

Organization: _____

**Meeting title**

_____

**Date**

_____

**Attendance**

| Name | Role | Status |
|---|---|---|
| | | |
| | | |

**Reports and presentations**

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**Proceedings by agenda item**

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**Risks and escalations**

| Risk | Mitigation | Responsible person |
|---|---|---|
| | | |
| | | |

**Action points**

| Action | Responsible person | Due date | Status |
|---|---|---|---|
| | | | |
| | | | |

**Way forward**

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