

Daily Team Huddle checklist	
Date:	Start time:
Huddle leader:	
Team members in attendance:	
Check in with the team	
<input type="checkbox"/>	How is everyone doing?
<input type="checkbox"/>	Are there any anticipated staffing issues for the day?
<input type="checkbox"/>	Is anyone on the team out/planning to leave early?
Huddle agenda	
<input type="checkbox"/>	Good news
<input type="checkbox"/>	<ul style="list-style-type: none"> Accomplishments
<input type="checkbox"/>	<ul style="list-style-type: none"> Recognitions
Review Yesterday's Performance	
<input type="checkbox"/>	<ul style="list-style-type: none"> Productivity
<input type="checkbox"/>	<ul style="list-style-type: none"> SLAs
<input type="checkbox"/>	<ul style="list-style-type: none"> Errors
<input type="checkbox"/>	<ul style="list-style-type: none"> Absenteeism
<input type="checkbox"/>	<ul style="list-style-type: none"> Labor Targets
Review today's schedule	
<input type="checkbox"/>	<ul style="list-style-type: none"> Expected volume
<input type="checkbox"/>	<ul style="list-style-type: none"> Special needs and arrangements for customers
<input type="checkbox"/>	<ul style="list-style-type: none"> Assignments of work
<input type="checkbox"/>	Share branch related news, customer news
<input type="checkbox"/>	Share Missing Systems/Obstacles/Opportunities
<input type="checkbox"/>	End on a positive, team-oriented note