

## How To Avoid Fruitless Internal Meetings

Hey 🙋

Let's start off on a wonderful note.  
How about changing your  
meetings for the better?

78% of employees think that their  
meeting schedule is out of control,  
with a lack of a clear agenda being  
the biggest factor that influences  
their perception 🤯

I think I speak for everyone at  
NerdCow when I say “I can't relate  
to that”. In this guide, I'll unpack  
how we do meetings to avoid that  
feeling.

If you don't know what a **daily  
standup** is, your internal meetings  
are about to change forever.

As a treat for you, there's also a  
micro case study from one of our

clients at the end of the guide.

## **What is a daily standup meeting?**

We use a tool called “daily standup”. It’s a time-boxed meeting which sets goals and expectations for the next 24 hours. Many companies adopt them to **keep the teams aligned and in the loop.**

Daily standup consists of... standing up. Typically, it takes place every weekday.

## **Benefits of a daily standup**

Team alignment is critical whether you work in an agile environment or not. It’s priceless to be able to take just 15 minutes to hear what everyone in the team worked on yesterday, what issues they’ve encountered and what is their plan for today.

You've probably figured out why we're standing up by now - it helps keep the meetings short.

A daily standup allows team members to get an idea of everyone's responsibilities without having to constantly ask questions or get updates from other people throughout the day.

It also helps everyone plan their workload based on that knowledge. If you need to help a coworker out of the blue, it either ruins your or their plan for the day. Perhaps even both.

Communicating that during the standup gives both of you a clear plan of action.

## **The rules of a standup meeting**

If it sounds too good to be true, there's a catch.

Well, not really. I wouldn't call it a catch. I'd like to think that everyone striving to improve has this kind of mindset.

But let's call it a catch for the

purpose of this guide.

**It's all about sticking to the rules.**

We know from the intro that lack of agenda is one of the biggest pitfalls of meetings. And what is a lack of agenda if not a consequence of having no rules? There are none to be broken, but that difference is just a technical one.

The cold, hard truth is that you have to stick to the standup etiquette:

1. **Only talk about what you did yesterday, any issues you've encountered, and your plan for today.** If anyone is drifting away and channelling their inner extrovert, gently remind them about this rule. And if they do it again and again, turn it up a notch and make them squat instead of standing 🤨
2. **Be as brief as possible.** In most cases, a single person shouldn't

need more than a minute or two to say their part.

3. **Do not discuss anything.** When you need a colleague to help you with a task, say it out loud and have a one-on-one follow up outside of the standup.
3. Last but not least, **make it your own.** We've mentioned that the standup is usually daily, but it doesn't have to be. It's also up to you to decide who needs to be in the meeting. For us, the entire team is the only way to go. Other organisations might only need to do it among management and stakeholders. As long as you maintain the structure, feel free to test what works for you.

## **How standup meeting helped one of our clients**

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It's time for the promised micro case study. The takeaways are still quite anecdotal at this point, but

the enthusiasm that accompanied them prompted us to share our method of choice with you in the first place.

During one of our workshops, we've mentioned that we do daily meetings, that they take just a few minutes and help keep everyone on the same page. The client's team is slowly exploring the world of agile and they loved it. In fact, they agreed on a date for their first standup on the spot 🙌



Aside from having the organisational benefit of keeping everyone on the same page and communicating, our regular meetings have also had the added benefit of re-energising, boosting morale, and aligning the team towards common goals. This has been especially helpful with a split of fully-remote, hybrid, and fully-office-based team members.

Alex Ellison, Marketing Projects Manager at the [National Federation of Demolition Contractors](#)



It was definitely an example of “doing things your way”, as they settled for weekly meetings at first. They’re still easing into the process, but we’ve heard that it’s improving with each meeting.

We love hearing your success stories so please share them with us whenever you can!

Daily standup adjourned, have a seat.



**Tomasz @ NerdCow**



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I hope you enjoyed reading this article.

Feel free to give me feedback and share it with friends!

**Tomasz Lisiecki**

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