

A background image showing a business meeting. Two people are seated at a wooden table. One person is holding a pen and looking at a laptop screen displaying charts and graphs. The other person is holding a pen and looking at a notepad. A coffee cup is on the table. The image is overlaid with a teal and dark blue geometric design.

NEW BUSINESS ENGLISH 6

Lesson 7

Stand-Up Meetings



LEARNING GOALS

- ◆ Organizing Stand-Up Meetings
- ◆ Reporting Progress in Stand-Up Meetings



Warm-up

- ◆ How often do you have meetings at work?
- ◆ How are your meetings usually conducted?





Copper, the team leader, hosts a stand-up meeting where members give updates on progress, plans, and challenges.

Copper: All right, my phone says 8:00 a.m., so let's get started. Good day!
Let's go around the circle with what you have been working on.
How about going around **clockwise**? Linda, you're up first.

Linda: Well, I've spent the past two days checking the comments on the website. And I intend to **carry on** with this task today. I'm going to sort them out to summarize the issues and formulate a to-do list.

Copper: Nice work. Are there any **impediments** so far?

Linda: Yes. I find it hard to meet the deadline with so many items to analyze.

Copper: I see. An extension of two more days is possible. Take your time!

Role-play

Do a role play and answer the questions.

Copper: All right, my phone says 8:00 a.m., so let's get started. Good day!
Let's go around the circle with what you have been working on.
How about going around clockwise? Linda, you're up first.

Linda: Well, I've spent the past two days checking the comments on the website. And I intend to carry on with this task today. I'm going to sort them out to summarize the issues and formulate a to-do list.

Copper: Nice work. Are there any impediments so far?

Linda: Yes. I find it hard to meet the deadline with so many items to analyze.

Copper: I see. An extension of two more days is possible. Take your time!

Organizing Stand-Up Meetings

A **stand-up meeting** is a team meeting organized on a daily basis to present a structured update of the development of tasks of team members which usually takes up to 15 minutes or less.

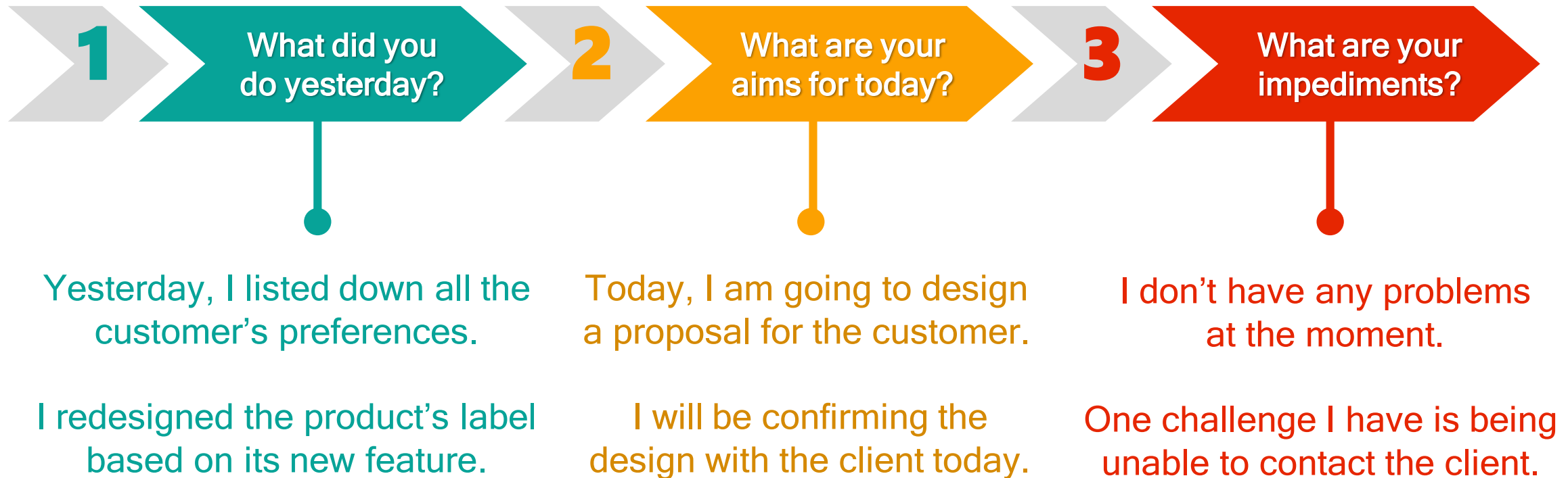
Sample of a Scrum Board:



Two Common Types of Stand-Up Meetings:

- **Round Robin**
The team goes around a circle and members share updates using the 3 stand-up questions.
- **Walking the Board**
Start from the task closest to getting done and walk the board towards what has just been started.

Reporting Progress in Stand-Up Meetings



1. What are the advantages of daily stand-up meetings?
2. How does reporting help improve a team's effectiveness?

Oral Practice

Scenario:

The stand-up meeting began and your team leader asks you to give your updates first. Share the necessary information following the 3 questions when reporting progress in stand-up meetings.



⋮ Questions to Answer When Reporting Progress in Stand-Up Meetings:

- 1. What did you do yesterday?*
- 2. What are your aims for today?*
- 3. What are your impediments?*

Overview

Keywords and Expressions:

clockwise/ carry on/ impediments

Two Common Types of Stand-Up Meetings:

- 1. Round Robin*
- 2. Walking the Board*

Reporting Progress in Stand-Up Meetings:

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- 2. What are your aims for today?*
- 3. What are your impediments?*



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