Daily Team Huddle Checklist - Basic

A simple structure to make daily meetings short, useful, and action-driven.

A short daily huddle is one of the fastest ways to reduce chaos. Tick what you already do. Use the gaps as your upgrade list.

Before the huddle

- ☐ The huddle happens at a fixed time and place (same every day).
- ☐ A simple visual board is available (plan vs actual, key issues, actions).
- ☐ The right people attend (team lead plus key operators, not a crowd).
- ☐ The meeting is time-boxed (10–15 minutes).

During the huddle

- ☐ We start with safety concerns or incidents (if any).
- ☐ We review yesterday or last shift plan vs actual (numbers, not opinions).
- ☐ We review quality issues and containment actions (what is happening now).
- ☐ We call out the top constraint for today and the mitigation plan.
- ☐ Actions have a clear owner and a due time (not next week).
- ☐ Escalations are captured when the team cannot solve within the shift.

After the huddle

- ☐ Actions are updated the same day (closed or carried with a reason).
- ☐ Escalated issues are reviewed by the next level within 24 hours.

Score: ____ / 12

What a good huddle sounds like

Use these questions to keep the meeting crisp:

- [ ] Did we meet yesterday's plan? If not, what stopped us?
- [ ] Any quality issues impacting shipments today? What are we doing right now?
- [ ] Any safety risks or near misses since the last huddle?
- [ ] What is today's biggest constraint or bottleneck?
- [ ] Which actions must be closed before end of shift?
- [ ] What needs escalation and by when?

How to read your score

Score band	What this usually means	Suggested next step
0–4	The huddle is missing or informal. Issues will bounce around without owners.	Start with a fixed cadence, a simple board, and 3 numbers: plan, actual, defects.
5–8	You have a meeting, but it may be a discussion, not a control loop.	Tighten time-boxing, owners, and escalation. Make actions visible and reviewed daily.
9–12	Strong baseline. You can now build tiered escalation and problem solving routines.	Add a weekly review of repeat issues and convert patterns into root-cause work.

For a complete tier-meeting system (boards, escalation rules, cadence design), ElevateU can provide the full toolkit and coaching.