**6.1 Daily Meetings**

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| Input |  | Output |  |
| Participants |  | Frequency/ Duration  Daily, 15min max |  |
| Agenda | | | |
| What have I done since yesterday? | | | |
| What will I do today? | | | |
| What is in my way? | | | |
| Updating the Kanban Board | | | |