### 6.1 Daily Meetings

| Input |  | Output |  |
| :---: | :--- | :--- | :--- |
| Participants |  | Frequency/ <br> Duration <br> Daily, 15min max |  |
| What have I done since yesterday? |  |  |  |

What will I do today?

What is in my way?

Updating the Kanban Board

