

REMOTE TEAM STAND-UP FROM ZAPIER

This template is Based on [Wade Foster's 2014 blog](#) post about how the team at Zapier keeps their remote team humming. This format helps remote teams **make and keep commitments** to each other, and **get help** when they're blocked, with minimal disruptions during the week.

Use this template to setup and run your weekly team status meetings.

Best For



Teams with most people working remotely

10 or fewer people

Teams with lots of shared context.

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STEP-BY-STEP INSTRUCTIONS

Before the meeting

If you haven't already, start by reading the blog post that inspired this template:

<https://zapier.com/blog/run-a-remote-meeting/>

Be sure to schedule your meeting and send invitations **at least 1 day in advance**, and turn reminders on. This will make sure everyone gets an email 10 minutes before the meeting, in case they forgot to add their update.

This meeting works when **everyone provides a written update in advance**. You can ask people to add their updates directly to agenda item 1. Alternatively, if you use an internal blog or reporting system like Zapier does, add a link to the reports in the agenda, which will make it easy for everyone to open and read it in a separate tab.



Use full sentences when writing updates. It makes you slow down and think clearly about what you need to share.

During the meeting

1

Welcome

Welcome everyone and explain the process. We've built 2 minutes into the template for you to do this before everyone starts reading.

For example, you might say:

“ We'll all take 10 minutes in silence to read through everyone's updates. As you read, think about any question you have about the updates. When you're finished reading and ready to start the discussion, raise your hand using the **“Raise Hand”** button in the Speaker Queue. Then, we'll each take up to 5 minutes to ask any questions we have. ”

When the time remaining for this item reaches 0, **click “Next >”** to move to the next item and start the discussion.

2

Team Updates

Everyone should now **click “Raise Hand”** to get into the speaker queue. You'll use the speaker queue to manage who speaks and track time. First, explain how it will work:

“ It looks like today we'll start with *(name of the first person in the queue)*, then go down the list until everyone has a turn. If you don't have many questions, you don't have to use all 5 minutes.

When it's your turn, I'll make you the “current speaker” and the timer will start. Ask whatever you want. When your time is up, we'll move to the next person.

Everyone can take notes, so if you hear something important we should write down, go for it! ”

2

continued

Starting at the top, **click the green bullhorn (Make Speaker) icon** to recognize each person in turn. The speaker timer will show when 5 minutes is up.

After the last person asks their questions, **click “Next >”** to move to the final item and close the meeting.

3

Closing the Meeting

End the meeting by reviewing any notes. Then, confirm the date for the next meeting.

Finally, ask everyone to take a moment and review the meeting.

“ There are a lot of ways to run this kind of meeting, and we all want to make sure this is a good use of our time. Before you leave, please quickly rate this meeting and provide some feedback on the form you’ll see once the meeting ends. ”



After the meeting

Send out the follow-up email, which makes sure everyone gets their action items and a full report in their email, even if they couldn’t attend the meeting.

COMMON PROBLEMS & HOW TO SOLVE THEM

Problem	Try
People seem distracted	<ul style="list-style-type: none">• Set a ground rule of no multi-tasking. Conduct a group ritual unplug; turn off chat, email, and all notifications during the meeting.• Change the meeting time. You may be catching people at a time when they're too busy or too tired.
Poor updates, not many questions	<ul style="list-style-type: none">• Try at least 3 meetings to see if people participate more when they're used to this format.• Contact people individually to learn how you can help them participate more.
Low energy	Mix it up! See tips below.

MIX IT UP!

Routine helps a team gel and create a consistent rhythm to their work, but it can also get boring! If your meetings start to drag, try one of these variations.

1. Ask different questions.

Consider asking one of these **additional questions** when you start seeing lackluster reports.



- What came up that you didn't expect?
- What did you learn that the group should know?
- How confident are you that we will hit our goals, on a scale of 1 to 10? (where 1 means "not at all" and 10 means "completely confident!")

2. Rotate roles.

Have a different person responsible for facilitating, monitoring time, managing the speaker queue, and taking notes for each meeting. People who have a job to do stay more engaged, especially if it's not a job they do every day.

3. Change the report format.

Some people don't enjoy writing. Consider requesting updates as pictures with bulleted lists. This may take longer for people to put together, but will definitely spark conversation!

4. Try a different template!

RESOURCES FOR ACHIEVING MEETING MASTERY



Websites

Wade Foster, “Running a Remote Team Meeting”
<https://zapier.com/blog/run-a-remote-meeting/>

Walter Chen, “Jeff Bezos’s Peculiar Management Tool for Self-Discipline”
<http://blog.idonethis.com/jeff-bezos-self-discipline-writing/>

Gary McClain, Ph.D., and Deborah S. Romaine, “Productive Meetings: Shaping Interactions”
<http://www.netplaces.com/managing-people/productive-meetings/shaping-interactions.htm>



Lucid Meetings How-To

[Tips for Managing Status Meetings](#)

ABOUT THE AUTHOR

This template was designed and produced by the team at Lucid Meetings.



Learn more about us [on our website](#).

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