

10-Minute Daily Huddle

Agenda & One-Pager

Same time. Same spot. Every day. Non-negotiable.

Who's in the room (if you move the work, you're in):

- Superintendents
- PMs
- PEs
- Schedulers
- Safety
- QC
- Key Trade Leads

Ground rules (keep it tight):

- Start on time, end on time (10 min max)
- Phones down, one conversation at a time
- Stand-up only; use a simple visual board (digital or wall)
- Use a 'Parking Lot' for topics >1 minute
- One owner per action, one deadline (no group tasks)

10-Minute Agenda (example cadence):

- 0:00 - 1:00** Open + quick wins (optional)
- 1:00 - 4:00** Blockers from yesterday (by area/phase)
- 4:00 - 7:00** Today's handoffs & constraints (crews, equipment, permits)
- 7:00 - 9:00** Decisions needed now (Owner, GC, or Trade Partners)
- 9:00 - 10:00** Assign actions: one owner, one deadline; confirm next check-in

Action Log (capture live during the huddle):

Action / Decision	Owner	Due	Status