DAILY STAND-UP MEETING CHECKLIST

Date: ___________________________

What date is Application bin? _____________________________

What date is Renewal bin? ______________________________

What date is Verification bin? ____________________________

What date is MISC/DAIL bin? _____________________________

How many phone calls did the Phone Bank Log yesterday? __________

What went well yesterday? ____________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

What went wrong yesterday? ____________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________