Corcava

Telegram Daily Standup Template

An async standup template for Telegram that keeps updates actionable-what changed, what's blocked, and what needs a decision.

Includes	Message templates (solo, small team, client-facing) + weekly summary template
Best for	Teams that work async and need lightweight daily visibility without meetings
Template URL	corcava.com/resources/.../telegram-daily-standup-template

How to use (in 60 seconds)

```
1) Pick the template version below (solo / team / client).
2) Post it at a consistent time. Keep it to 3 bullets per section.
3) Put blockers first when you need help. Tag the owner or decision-maker.
4) Use links instead of long explanations (ticket, doc, Figma, thread).
```

Related templates

Run Projects From Chat Playbook (corcava.com/templates/chat-ops/run-projects-from-chat-playbook)
Slack to Telegram Integration Checklist (corcava.com/templates/chat-ops/slack-telegram-integration-checklist)
Project Kickoff Checklist (corcava.com/templates/client-ops/project-kickoff-checklist)

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Daily standup message templates

Copy/paste one of these into Telegram. For team standups, post once and have everyone reply in a thread.

Solo version (personal accountability)

```
Daily Standup - [DATE]
Done:
- ...
Today:
- ...
Blockers:
- ...
Waiting on:
- @name - [what you need] by [when]
Links:
- [ticket/doc]
```

Small team version (thread-based)

```
@channel Daily Standup - [DATE]
(Reply in this thread)

Yesterday:
- ...
Today:
- ...
Blockers (tag owner):
- @name - ...
Needs a decision:
- [question] - @name - by [time/date]
Links:
- [ticket/doc]
```

Client-facing version (only when appropriate)

```
Client Update - [DATE]
Progress:
- ...
Next steps (24-48h):
- ...
Decisions needed (if any):
- [question] - due by [date]
Risks / blockers:
- ...
Schedule changes (if any):
- ...
Links:
- [doc/Figma/prototype]
```

Weekly summary template

Use this to close the loop and set expectations. Post it in the same place every week (end of day Friday or Monday morning).

Weekly summary (copy/paste)

```
Weekly Summary - Week of [DATE]
Wins:
- ...
Shipped:
- ...
In progress:
- ...
Risks / blockers (and what you need):
- ...
Next week focus:
- ...
Links:
- [project board]  [spec]  [Figma]  [release notes]
```

Standup vs. status report

```
Standup is for coordination:
- Short, frequent, internal (or working group)
- Focused on next actions and blockers

Status report is for alignment:
- Less frequent, broader audience
- Tied to milestones, outcomes, and expectations
```

How to keep it short

```
- Cap each section at 3 bullets.
- Lead with blockers (if any).
- Use links, not long explanations.
- Use threads for discussion. Keep the main channel clean.
- If something needs a meeting, write the decision needed and propose 2 time options.
```

How to run this in Corcava

```
- Create a recurring reminder for the standup time.
- Route important alerts into Telegram (assigned tasks, overdue items).
- Link back to the single source of truth (task list / project / client thread).
(Replace with the exact steps from your Corcava setup.)
```