

First and Third Monday of Every Month

30 Minutes

Process Improvement and Quality Team Meeting - SOP

Team objective: Reduce and eliminate waste so every step adds value for the customer both internal and external. Value includes service, quality, cost and availability. Standardization is the practice of setting, communicating, following and improving standards. Our goal is to provide a required level of output of goods and service that meets our expectations and those of our customers.

Where: Boardroom 11:30 am

Who: – Praveen, Ben, Matt, Jennifer, Rob, Sandy

Ask Scott to be present when he is available

Pre Meeting Preparation:

1. Everyone to have their clipboard with their CI action planning work sheets.
2. Everyone to have their CI pocket cards.

Begin Meeting on Time

1. Start Timer.
2. Welcome everyone.
3. CI review
 - a. Posters 6S and 9 Wastes, Shadow boards
 - b. Gemba walk of opportunity schedule (waste identification)
4. Upcoming CI Events –
 - a. Turbo Kaizen events (Gemba, Value stream Mapping, Spaghetti diagram, Charter, Action plan and then Implement improvements using Turbo Kaizen kit following SOP)
 - b. 6S and 9 Wastes Focus area
 - c. Incoming tours
 - d. Outside tours
5. Review CI action plan worksheets. Ensure past due items are complete. Assign any new items.
6. Go around the room, ask each person:
 - a. Good news?
 - b. What are you working on?
 - c. Barriers/Questions/Feedback?
7. Write date and chairperson initials at bottom of SOP in dry erase marker.

End of Meeting

Chairperson Rotation -CI Champions: Praveen, Ben, Matt, Jennifer, Rob, Sandy

Date:

Initials: