



Daily workgroup meeting

Daily topics	Topics covered less often
Introduction of new people	Skills training plans
Safety issues	Site performance and status
Review of KPIs	Department performance and status
Prior days (shifts) quality issues	Key customer review
Kaizen action sheet status	General company initiatives and news
Housekeeping reminders	Status and plans for long term process improvement issues
Critical site news	

Suggested agenda items

What is it?

The daily communications meeting for each work group in front of its Primary Visual Display board.

What can it be used for?

To discuss important issues of the day and implementation progress and provide every person in the work group with the same picture of what is going on.

How to do it:

1. Agree the best time to hold the meeting each day.
2. Agree the daily agenda (and the frequency that other topics will be covered).
3. Hold the meeting each day (every day!) without exception.
4. Hold the meeting, standing-up, in front of the group's Primary Visual Display board. The team Leader should initially run the meetings.
5. Make sure the meeting lasts no more than 10 minutes.
6. Progressively train other work group members to run the meetings.

Tips and guidelines

- Keep the meetings tightly facilitated to prohibit complaining, problem solving, etc. during the meeting. They should be short and focussed.
- Don't allow the process to fade or move away from a daily meeting.