

EXAMPLES



Tier 1 Meetings

Team Start Up Meeting – Led by Team Leader (Backup?)

10 Minute Agenda:

- ✓ Daily safety message
- ✓ Labor plan
- ✓ Review prior days performance
- ✓ Update on any issues
- ✓ Review today's plan
- ✓ Update on any changes
- ✓ CI Card's
- ✓ Deep drive into specific topics on design

Example Deep Dive:

- Monday – Safety
- Tuesday – Quality
- Wednesday – Cost
- Thursday – Schedule
- Friday – Culture



Tier 2 Meeting

Supervisor Meeting with Team Leaders and Support Staff
Led by Supervisor (Backup?)

5 Minute Agenda:

- ✓ Current status to plan by each TL
- ✓ Update on any existing issues
- ✓ Requests for support
- ✓ Update on key improvement initiatives assigned by supervisor



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Tier 3 Meeting

Leadership Team and Support Staff
Led by Plant Manager or Operations Manager (Backup?)

5 Minute Agenda:

- ✓ Current status to plan by each supervisor
- ✓ Update on any existing issues
- ✓ Requests for support as needed
- ✓ Update on key improvement initiatives assigned

