SHIFT START MEETINGS

**Purpose**

Look Back (short term) – Review previous shift’s results to understand what happened and if there are opportunities for improvement

Look Forward (short term) – Discuss upcoming shift activity (or slightly beyond) to prepare for the day

Overall – The Shift Start Mtg is critical to integrating “CI work” into the “regular work”

**Participation**

Ideally all “stakeholders”. If not all, then some way to ensure “representation” (full communications)

Roles and Responsibilities (leader, facilitator, report outs / provide info, rotating roles, etc.)

**Logistics**

When

Length of mtg

Location

Other

**Format / Agenda** (common standard, to be continually refined)

Look Back – How did last shift go? Data-driven / non-subjective

* Safety – Metrics (what are they?) (First aids, Recordables, Near miss, etc.)
* Quality – Metrics (# of defects, errors, sent to re-work, types of defects / errors - histogram)
* Productivity – Speeds, yields in comparison to goals (target condition)

Have a defined way / protocol to discuss problems

Have a defined way / protocol to move problems towards prioritization and/or resolution

Look Forward – What are we doing today? What’s needed to ensure success?

* Safety – Particular concerns, past problems with product, equipment, process, etc.
	+ Special items, awareness, training as fits
* Quality – Particular concerns, past problems with product, most recent run info, etc.
* Productivity – What are metrics, do we have everything we need in the way of information, resources, materials, equipment, etc.

Can include recognition, information of interest / what’s happening in plant, outside interest, thought for the day, etc., etc. KEEP IT FAST, INFORMATIVE, HELPFUL, UPBEAT, ENGAGE PEOPLE