Meeting Checklist

- Passion!
- Talk loud!
- “Good Morning!”
- Tomorrow’s meeting leader
- Sales numbers $__________
- Mistakes
- Dashboard
- Raving Fans
- Wood of the Day
- Word of the Day
- Gratefuls
- Product of the day
- Improvements
- Principles
- 8 Deadly wastes
- Constitution
- History
- Stretching
- Ratings
Leader Checklist

☐ Alisha F.  ☐ Heather  ☐ Sandi
☐ Alisha S.  ☐ Jane  ☐ Shelly
☐ Andréa  ☐ Jon  ☐ Skylar
☐ Annie  ☐ Jordan  ☐ Thomas
☐ Austin  ☐ Kolbe  ☐ Tim
☐ Brady  ☐ Kristen  ☐ Todd
☐ Cat  ☐ Liliya  ☐ Tyler
☐ Cathy  ☐ Lukas  ☐ Yuriy
☐ Clint  ☐ Mikey  ☐ Zach
☐ David  ☐ Nic  ☐ __________
☐ Dennis  ☐ Paul  ☐ __________
☐ Dylan  ☐ Rhonda  ☐ __________
☐ Ed  ☐ Robbie  ☐ __________
Have Dashboard ready before meeting, except for the missing tools.

Ask about missing tools in the meeting.

☐ Is everyone caught up?
  • Typing
  • Shipping
  • Production
  • Engineering

☐ Backorders?

☐ Missing kanbans?
  • Ask waterspider
Raving Fans

• Check email inbox (Outlook) for raving fans
• Copy & paste body of text into Word document
• Enlarge text size (minimum size: 24)
• Read out loud in meeting

Wood of the Day

• Google search your wood of the day
• Learn more about the wood

Word of the Day

• Select a word of the day
• Resources: dictionary.com or merriam-webster.com

Gratefuls

• Before the meeting give a notepad & pen to 6 people.
• During the meeting let people share gratefuls.
1. When choosing a product to review choose a new product if available

2. Go to the website and queue up the product video (if available)

3. Get the product to pass around a sample

4. Get additional technical info if needed

5. Encourage questions to test for comprehension
You're doing awesome!
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Call on 6 people
Fastcap’s 21 Principles

1. What is the purpose of FastCap? **Grow People.**
2. FastCap is always looking for a way to make things... **Faster, Safer and Simpler.**
3. Winston Churchill said these words... **“Action This Day”.**
4. When we walk away from something we... **“Leave It Better Than You Found It”.**
5. Our job title is... **Process Engineer.**
6. Everything of value comes after... **Much hard work.**
7. Our goal each day is to make one... **2 second improvement.**
8. The most powerful word in the human language is... **A Person’s Name.**
9. Enjoy your day to the fullest by... **Doing the Hard thing First.**
10. To understand the real issue, we must ask... **Why 5 times.**
11. When discussing a problem, we need to... **Go and See.**
12. What must we do if we want to understand our actions? **Hansei (reflect).**
13. Real learning comes when you ask... **Questions.**
14. What did Bob Taylor say? **Responsible for things and people.**
15. "I'll trade all the intelligence in the world for someone with... **vision"."
16. Toyota never attempts to improve anything unless they can... **Cut the waste in half.**
17. **Hold each other accountable**, 2 sides- Who calls it out / Who did it (be humble)
18. Your success at FastCap will be determined by the fact that you are... **Never Satisfied.**
19. Toyota’s success is the result of the relentless pursuit of ... **Building a Culture.**
20. How do you make a vision stick? **Cast it over and over. Repetition**
21. There are two kinds of people in the world: **Givers and Takers**
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Call on 1 person
8 Deadly Sins of Waste

1. Overproduction
2. Transportation
3. Inventory
4. Defects
5. Overprocessing
6. Motion
7. Waiting
8. Loss of Employee Potential
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**Call on 1 person**
The Constitution

- **Bill of Rights**

  - 1st George Washington, 1791
  - 2nd George Washington, 1791
  - 3rd George Washington, 1791
  - 4th George Washington, 1791
  - 5th George Washington, 1791
  - 6th George Washington, 1791
  - 7th George Washington, 1791
  - 8th George Washington, 1791
  - 9th George Washington, 1791
  - 10th George Washington, 1791
  - 11th George Washington, 1795
  - 12th Thomas Jefferson, 1804
  - 13th Andrew Johnson, 1865
  - 14th Andrew Johnson, 1865
  - 15th Ulysses Grant, 1870
  - 16th William Howard Taft, 1913
  - 17th Woodrow Wilson, 1913
  - 18th Woodrow Wilson, 1919
  - 19th Woodrow Wilson, 1920
  - 20th Herbert Hoover, 1933
  - 21st Franklin D. Roosevelt, 1933
  - 22nd Harry S. Truman, 1951
  - 23rd John F. Kennedy, 1961
  - 24th Lyndon B. Johnson, 1964
  - 25th Lyndon B. Johnson, 1967
  - 26th Richard Nixon, 1971
  - 27th George Bush Senior, 1992
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-----------------  Call on 1 person  -----------------
1st Amendment – George Washington, 1791

2nd Amendment – George Washington, 1791
   A well regulated Militia Right to Keep and Bear Arms.

3rd Amendment – George Washington, 1791
   No Soldier shall be quartered without consent.

4th Amendment – George Washington, 1791
   Right to be secure
   No unreasonable search and seizure
   No warrants without probable cause, sworn by oath
   Particularly describing place to be searched, persons or things to be seized

5th Amendment – George Washington, 1791
   No person shall be held to answer for Capital or Infamous Crime without indictment by Grand Jury, Except Military
   No Double Jeopardy of life or limb
   Shall not be compelled to bear witness against oneself
   Shall not be deprived of Life, Liberty, or Property without due process of law

6th Amendment – George Washington, 1791
   Right to a speedy trial by a jury of their peers
   Be informed of the accusation against them
   Confront witnesses against them
   Compulsory process of witnesses in their favor
   Assistance of Counsel for defense

7th Amendment – George Washington, 1791
   Suits of common law exceeding 20 dollars, right to trial by jury
   No fact shall be re-examined, other than by rules of common law
8th Amendment – George Washington, 1791
Excessive bail shall not be set
Nor excessive fines imposed
Nor Cruel and Unusual punishment inflicted

9th Amendment – George Washington, 1791
Rights listed by the Constitution does not deny or disparage other rights retained by the people

10th Amendment – George Washington, 1791
Power not delegated by the Constitution to the United States Nor prohibited by it Are reserved by the States

11th Amendment – George Washington, 1795
The Judicial powers of the United States does not extend over the States Citizens cannot sue the State The Supreme Court adopted the Stripping Doctrine, which recognized that citizens can Sue state officers in their official state capacity for injunctive relief.

12th Amendment – Thomas Jefferson, 1804
President and Vice-President are chosen by the Electoral College, making the two positions cooperative, rather than first and second highest vote-getters. If no majority of Electoral votes, 2/3 vote of House of Rep chooses President 2/3 vote of Senate chooses Vice-President Vice-President must be eligible to become President.

13th Amendment – Andrew Johnson, 1865
Neither slavery nor involuntary servitude shall exist in the United States except as a punishment for crime. Congress has the power to enforce this by legislation.
14th Amendment – Andrew Johnson, 1868
People born or naturalized in the U.S. are citizens of the U.S. and citizens of the state in which they reside.
All citizens have equal protection under the law
Removed 3/5 counting of slaves
Counts all persons except non-taxed Indians
No person can hold office having engaged in insurrection against the U.S.
Except Congress can vote 2/3 both houses to remove such disability
The United States will not pay the debts of rebellious states.
Congress has the power to enforce this by legislation.

15th Amendment – 1870, Ulysses Grant, Republican
Right to vote shall not be denied because of race, color or previous servitude.
Congress has power to enforce this by legislation.

16th Amendment – William Howard Taft, 1913
Congress has the power to levy taxes.

17th Amendment – Woodrow Wilson, 1913
People from each state will elect 2 Senators for that state.
Senate term will be 6 years.

18th Amendment – Woodrow Wilson, 1919
Intoxicating liquors are prohibited

19th Amendment – Woodrow Wilson, 1920
Right to vote not denied because of sex
Congress has the power to enforce this by legislation

20th Amendment – Herbert Hoover, 1933
Term for President starts at noon January 20th
Term for Congress starts at noon January 3rd
Congress shall meet once a year starting at noon January 3rd
If President Elect dies, Vice-President shall take office
21st Amendment – Franklin D. Roosevelt, 1933
Repeals 18th Amendment Intoxicating liquors are no longer prohibited.

22nd Amendment – Harry S. Truman, 1951
President only elected 2 times
Serve more than two years of some other term only elected once.

23rd Amendment – John F. Kennedy, 1961
Washington D.C. shall have 3 Electoral votes
Congress has power to enforce this by legislation.

24th Amendment – Lyndon B. Johnson, 1964
Right to vote in primaries and elections not denied for owing tax.

25th Amendment – Lyndon B. Johnson, 1967
Upon vacancy of President, Vice-President takes office
Upon vacancy of Vice-President, President nominates new V.P.
Congress majority vote of both houses elects
President unable to discharge office falls to V.P.
Until President gives written notice he is able to resume office

26th Amendment – Richard Nixon, 1971
Right to vote to any citizen the age of 18
Congress has power to enforce this by legislation

27th Amendment – George Bush Senior, 1992
Any law that increases the pay of legislators may not take effect until after an election.
1. Queue up and review the video, audio or book that provides our History and Personal Improvement lesson for the day.

2. The history lesson should be about 5 minutes long.

3. Examples:
   - TED talk (video)
   - America the Story of Us (video)
   - Top 100 people of the Century (video)
   - Today in History
Stretching

The Bank Hostage

Check for pit stains! Left & Right

Arms across front Right & Left

Found a penny! Come up slowly

Uh Oh! Lost the penny! Right & Left

Peg Leg Left & Right

The Flamingo Right & Left
After Meeting Checklist

☐ Empty inbox & file emails
☐ Save Dashboard
☐ Close all old browser tabs (leave open any tabs that aren’t finished for the next day)
☐ Make sure the next day’s videos and lessons are queued up
☐ Put away any product or displays used in the meeting
☐ Clean out plastic bins in the cart
☐ Leave everything better than you found it so the next leader has a great meeting!