

Meeting Checklist

Monday Meetings

SAFETY VIDEO

- Passion!
- Talk loud!
- "Good Morning!"
- Tomorrow's meeting leader
- Sales numbers \$ _____
- Dashboard
- Mistakes
- Raving Fans
- Wood of the Day
- Word of the Day
- Quote of the Day
- Gratefuls
- Product of the day
- Improvements
- Principles
- 8 Deadly wastes
- Demings 14 Points / Ohno's Precepts
- Constitution
- History
- Stretching
- Ratings

Leader Checklist

Alisha

Jordan

Rhonda

Andréa

Kameron

Sandi

Austin

Kolbe

Skylar

Brady

Lauren

Thomas E.

Dalton

Lukas

Truman

Darla

Lyle

Tyler

Dennis

Margarita

Yuriy

Emmalee

Matt

Zack

Greg

Max

Heather

Melinda

Jake

Ozzy

Jayme

Peter B.

Jen

Peter L.

Dashboard

Have Dashboard ready before meeting, except for the missing tools.

Sales

Is everyone caught up?

- Typing
- Shipping
 - Shipping Mistakes
- Production
 - Production Mistakes
- Core
- Engineering
- Injection Molding

House Keeping?

Mistakes?

Missing kanbans?

- Ask waterspider

Missing tools?

Back Ordres?

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



Word of the Day

- Choose assortment of words from clamshell in meeting cart bins

Word of the Day

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

————— **Call on 6 people** —————

Quote of the Day

- Select a quote
- Resources: brainyquote.com or Forbes.com

Gratefuls

- Before the meeting give a notepad & pen to 6 people.
- During the meeting let people share gratefuls.

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Product of the Day

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

Improvements

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Call on 6 people

Fastcap's 22 Principles

- 1. What is the purpose of FastCap? Grow People.
- 2. FastCap is always looking for a way to make things... Safety, Quality, Simpler, Faster.
- 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 improves with the target of... Cut the waste in half.
- 17. 2 sides to holding each other accountable. Both giving & receiving Person should 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
- 22. According to Bob Taylor anything worth doing is... worth doing poorly

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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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Deming's 14 Points & Ohno's Precepts

- 1. Create constancy of purpose toward improvement of product and service, with the aim to become competitive and to stay in business, and to provide jobs.
 - 2. We are in a new economic age. Western management must awaken to challenges, must learn their responsibilities, and take on leadership for change. We must adopt . . . A New Philosophy.
 - 3. To achieve quality we must eliminate the need for ... inspection.
 - 4. End the practice of awarding business on price alone; instead, minimize total cost by working with a single supplier.
 - 5. For every process of planning, production and service we must always...Improve Constantly
 - 6. We must institute training on the job.
 - 7. Adopt and institute Leadership.
 - 8. Everyone will work effectively for the company if we ... Drive out Fear.
 - 9. We must break down barriers between staff areas.
 - 10. What do we have to eliminate from the workforce? Slogans, exhortations and targets.
 - 11. The philosophy of the leaders must be changed from numbers to quality of workmanship.
 - 12. Remove the barrier that robs people of pride of workmanship, and eliminate the annual rating or merit system.
 - 13. Institute a vigorous program of ... Education and self-improvement.
 - 14. Everybody in the company must work towards accomplishing? Transformation
- 1. You are a _____. First reduce waste. Cost
 - 2. First say _____ and "try" before everything. "I can do it"
 - 3. The _____ is a teacher. You can find answers only in the _____. Workplace
 - 4. Do anything immediately. Starting something _____ is the only way to Win. Right Now
 - 5. Once you do something _____ with it. Do not give up until you finish it. Persevere
 - 6. Explain difficult things in an _____. Repeat things that are easy to understand. Easy to understand manner
 - 7. Waste is hidden. Do not hide it. Make problems... Visible
 - 8. Valueless motions are equal to... Shortening one's life
 - 9. Re-improve what was improved for... Further improvement
 - 10. Experiences are given to everyone equally. The question is whether you can turn those experiences into Wisdom

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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** —————

The Constitution

1st Amendment – George Washington, 1791

Freedom of Religion, Speech, Press, Assembly & Petition.

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

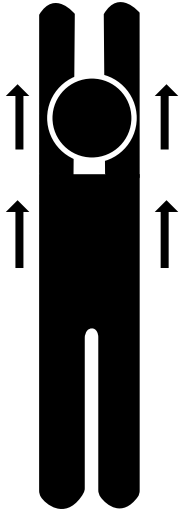
27th Amendment – George Bush Senior, 1992

Any law that increases the pay of legislators may not take effect until after an election.

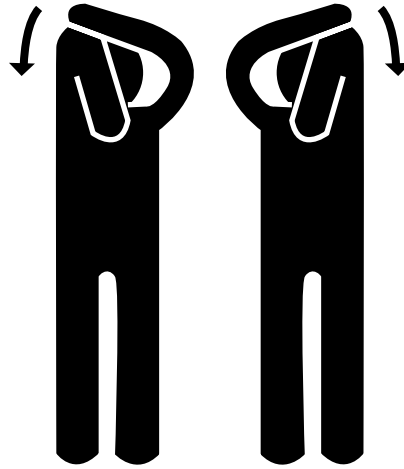
History

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*
4. Video left off at _____

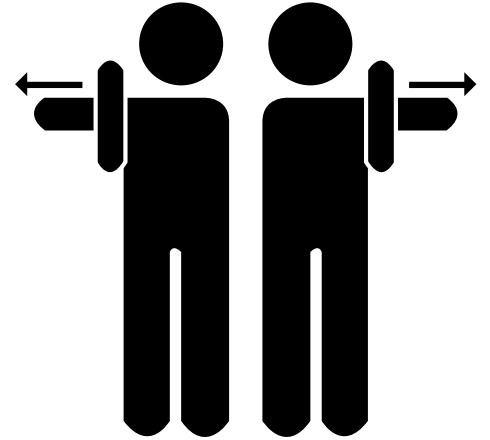
Stretching



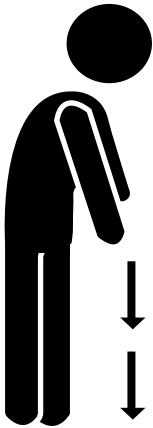
The Bank Hostage



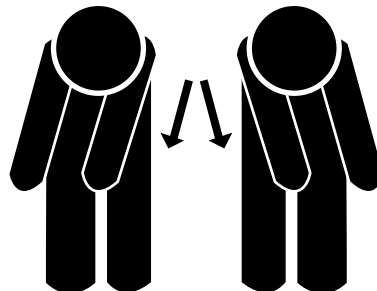
Check for pit stains!
Left & Right



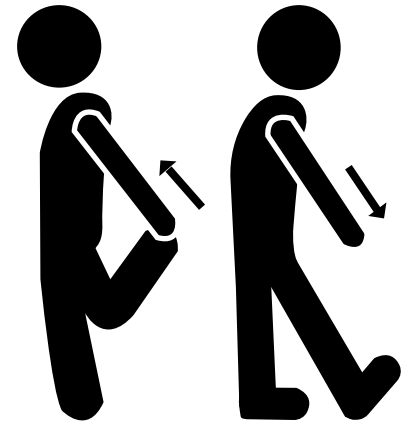
Arms across front
Right & Left



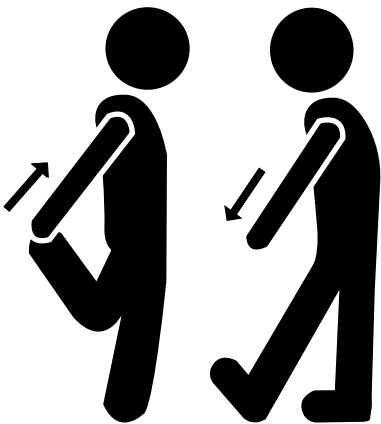
Found a penny!



Uh Oh! Lost the penny!
Right & Left
Come up slowly



Peg Leg & Toe to Heaven
Right



Peg Leg & Toe to Heaven
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!