

June 8, 2021

Monthly Safety Meeting +General Meeting

Staff present:

Radu, Matt, Flavius, Monika, Nicu, Sandu, Ica, Anja, Jeff, Iacob, Alvi, Yuriy, Mario,

Ground Rules:

start on time.

Come prepared to the meeting.

Phones will be off or silent during the meeting.

We will communicate absences beforehand.

We will attack the problem, not the person.

We will listen with an open mind.

Safety first: Please continue with the COVID protocols . We have done great with no infections. Keep loading bay area clear of cars. Keep all carts in their designated areas as they pose tripping hazard. No blowing dust with compressed air.

Problem / Situation	Action Items	Owner	Due Date	Status
Additional jobs in between; interruption of scheduled workflow	Create a high-level schedule for the next three months (coordination and planning).	Radu, Flavius & Gabriel	Start asap	n/a
	Start engineering six weeks ahead of production start.	Radu & Flavius	Start asap	n/a
	No changes to the schedule once a job goes into production; focus on priorities.	Radu, Flavius & Gabriel	Start asap	n/a
	Required changes to schedule will be compensated with overtime.	Radu, Flavius & Gabriel	Start asap	n/a
Completed work activities / tasks and received hardware are not checked off on To Do list.	Gabriel to remind Sofo staff to check off tasks when completed and received deliveries.	Gabriel	n/a	In process
Ordered hardware for a specific job is not added to the To Do list.	Add ordered hardware with required information to the specific job on the To Do list (quantity, product item and description, supplier, date and initials of who ordered)	All	Start asap	In process

Problem / Situation	Action Items	Owner	Due Date	Status
Inaccurate quantity for needed slides and drawer sides.	Flavius to order slides and drawer sides.	Flavius	TBD	n/a
Insufficient space for placing built drawers and cabinets.	Optimize shop layout, build additional racks TBD; awning for truck	Radu, Matt & Gabriel	TBD	n/a
Jobs leaving the shop with incomplete supply boxes, drawings are missing.	Flavius volunteers to print the drawings as soon as engineering is finished.	Flavius	Start asap	In process
	<i>Who is responsible to put it in the supply box?</i>	n/a	n/a	n/a
Too many deficiencies	Collect data, everyone to fill in the deficiency sheets. Gabriel to remind Sofo staff to fill in sheets.	All	Start asap	n/a
General communication problems	Gabriel to coordinate shop communication.	Gabriel	Start asap	n/a
Insufficient planning	Planning needs to be improved in general. If we fail to plan, we plan to fail!	All	Start asap	n/a

Next meeting June 8, 2021