

## Continuous Improvement Meeting Minutes

**Date:** November 27, 2020

**Time:** 10:30 am - 2:30 pm

**Attendees:** Radu, Patrice, Flavius, Gabriel, Anja & Matt

### Ground Rules:

- I. Our bi-weekly meetings start on time.
- II. Come prepared to the meeting.
- III. Phones will be off or silent during the meeting.
- IV. We will communicate absences beforehand.
- V. We will attack the problem, not the person.
- VI. We will listen with an open mind.

### Meeting Agenda:

- I. Ground rules established.
- II. Brief individually introduction of each meeting attendee.
- III. Identified and discussed improvements.

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

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
<b>General notes:</b>	There will be an additional meeting "Clayton Improvement Meeting" on January 6, 2021. Exact time TBD. The purpose of this meeting is to analyze installer feedback and identify where and how to implement improvements.			

AB, November 30, 2020