

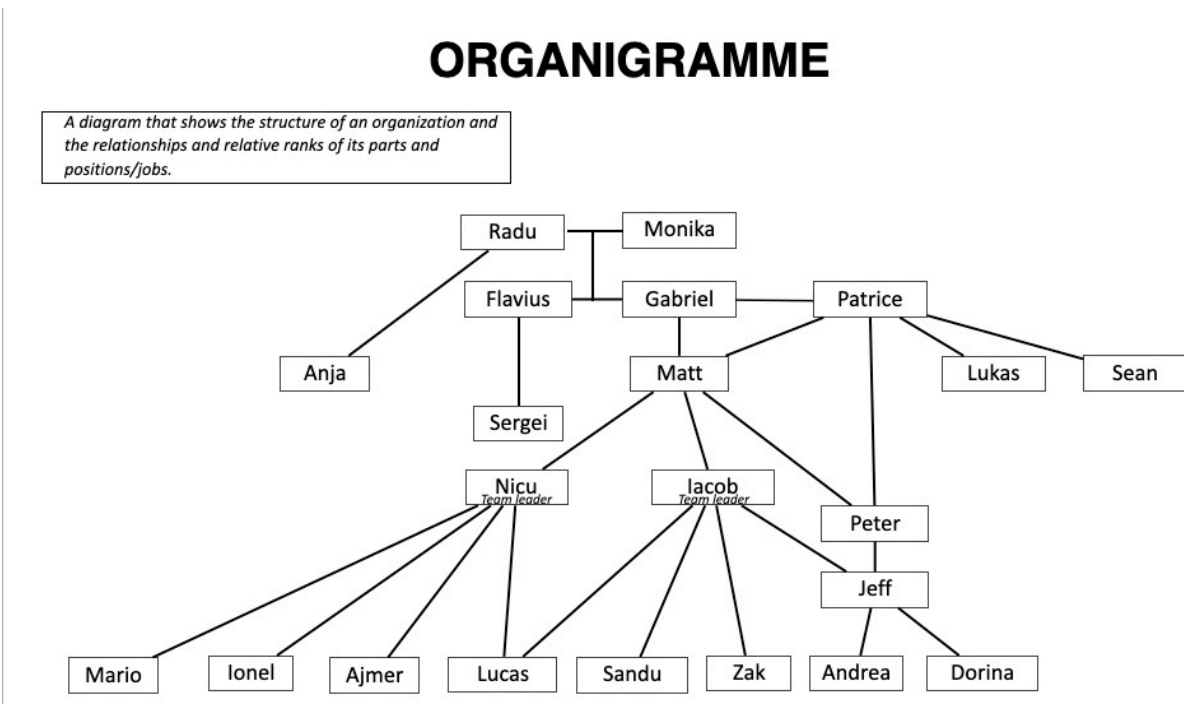
September 15, 2022

BBQ Staff meeting

Not that we're all back from the summer vacation (almost all ...will fill Jeff in)

Three things on the agenda:

1. Review the shops Organigram (A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs)



2. Reviewed each person's job description and responsibilities
3. Over the next 2 months everyone needs to come up with their biggest 3 time wasters and how to make one small improvement.
4. On the safety side:

There's dust on top of the spray booth needs to be vacuumed. Gabi will designate someone to do it with the scissor lift.

Next safety meeting October 24,2022