

Stand-Up Meetings Checklist

PREPARATION STEPS

- Schedule 60 minutes for team training session
- Set up training area with whiteboard or poster-board – have markers available
- Label top of board with “Stand-Up Meetings”
- Have Stand-Up Meetings audio loaded on device and ready to play aloud during the session
- Prepare a copy of the Stand-Up Meetings Notes for each person to be trained
- If needed, refresh your own knowledge of the Lean Management System – see The Essence of Lean Chapter 8, p. 97.
- Preview listen to the Stand-Up Meetings audio

1) Welcome the team and explain the purpose of the session

- Give out the Notes copies
- Explain that the purpose of the session is to provide management personnel with an introduction to the management practice of stand-up meetings

The purpose the session is to learn:

a) What are stand-up meetings?

b) How do stand-up meetings contribute to the Lean management system?

c) How to organize and implement stand-up meetings?

2) Listen to podcast: “Stand-Up Meetings” (12 minutes, 14 seconds)

3) Ask them to explain what they just heard (in their own words)

4) Ask them to come up with ideas for possible stand-up meetings including who might attend and where and when the meeting might be held

Write each suggested stand-up meeting idea on the board to include who, where and when. For each suggestion, explore different ideas for what could be covered in the meeting.

5) Optional assignment to be completed by _____ (date)

Develop a stand-up meeting plan for your area to include who, where and when. If approved, organize and conduct an initial stand-up meeting and report back on the results.