

Stand-Up Meetings Notes

1) What are stand-up meetings?

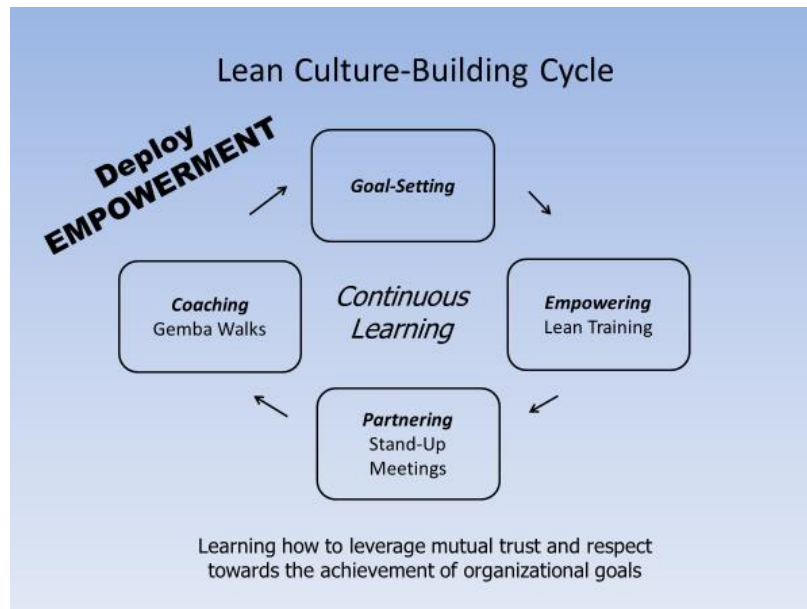
Teams and events are organized so that the empowered activities are carried out in a collaborative team-oriented environment.

Daily or weekly meetings, lasting less than 30 minutes, to

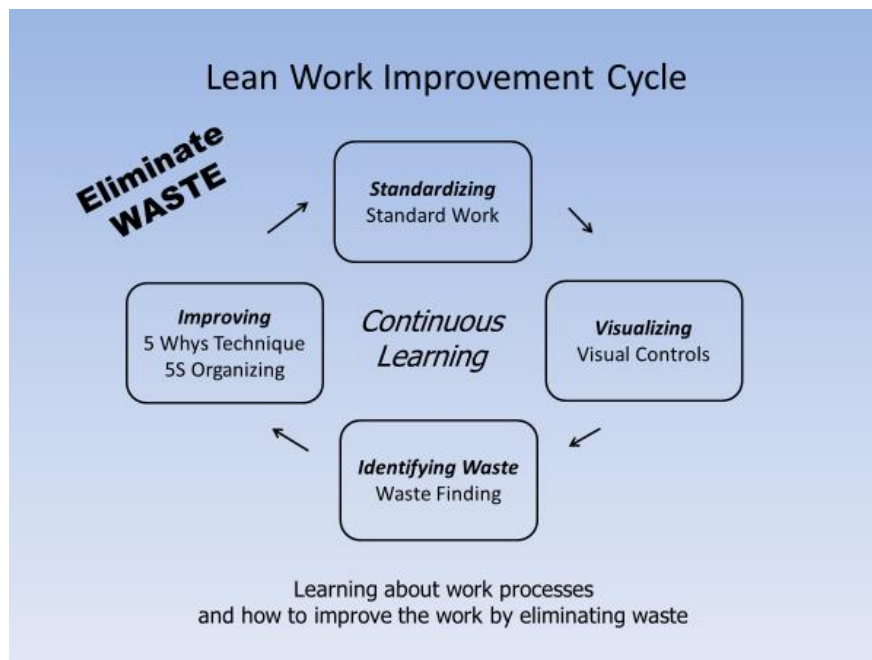
- a) review prior and current work
- b) discuss and implement work improvements
- c) celebrate successes (recognition)

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

Stand-up meetings are a primary practice for implementing the “Partnering” activity.



Stand-up meetings may also provide a good venue for identifying waste and making improvements as part of the work improvement cycle.



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

Two types of meetings: 1) front-line workers, and 2) managers

One or more front-line meetings of department/group people: keep to less than 30 in the meeting

Meeting should be no more than 15 minutes

Meeting location should be near place of work of the attendees

Two key agenda items: 1) running the business, and 2) improving the processes

Remember to recognize positive individual or team performance during the meeting

State and enforce Ground Rule #1: Blame the System, Not the Person



CITY FURNITURE DAILY STAND-UP OPERATIONS MEETING EXAMPLE