Meetings

- Operational Minutes Template
- Influencers Agenda = 2023-04-12
- Operational Minutes - 2023-03-31
- Operational Minutes - 2023-04-14
- Operational Minutes - 2023-04-21
- Influencers Agenda = 2023-05-10

Operational Minutes Template

Overview

Title:	Weekly Operations Meeting
Reason:	Standard Operations Meeting
Total Time:	
Location:	
Held By:	Robert McCombe
Attendees:	Kelly Power, Andy Roddie

Weekly Key Performance Indicator Reviews

Available here: Operations KPI Report - MaticTrack (maticmedia.co.uk)

Review each metric below

- Performance Metrics
- External Wastages
- Internal Wastages

Trending Patterns

- Are there any trends in the type of wastage / non-conformances in the last 6 weeks?
- Are there any trends in overall metrics to take note of?

Staffing Reviews

Employee	Training	Current 90 Day Progress	Notes
Kelly Power			
Andy Roddie			
Gary Leckie			
Megan Buchanan			
Jason Todd			
Matthew Parris			
Lewis Grierson			
Brendan Caldwell			
Graham Halley			
Stephen Murphy			
Michael Colon			

Plant & Equipment Issues

Plant & Equipment	Issue	Status	Owner

Improvements

Improvement	Current Status	Updates Since Last Meeting

Influencers Agenda = 2023-04-12

Overview

Title:	Fortnightly Managerial Meeting
Reason:	Standard Managerial Meeting
Total Time:	
Location:	
Held By:	Robert McCombe
Attendees:	Kelly Power, Andy Roddie, Jamie Mallon, Frances McCorry, Adrian McCombe

Last Meeting Review

- Overviewed meeting format
  - Why
  - When
  - Who is involved
- Reviewed current strategic priorities
  - Growth in Sales
  - Moving Premises
    - Reasoning
    - Location
    - Minimum size of 8000 sqft
    - Current standing
  - Formal debate

Actions from Previous Meeting

- No system dates should be generated for quotes over £1000

Directors Meeting Review

- What have we been discussing in the directors meetings.
- How do these affect our plans for the future?
- How does the managerial team want to influence these

Weekly Key Performance Indicator Reviews

What KPI's should we be reviewing?

Issues From the Past Week

- Jobs that went wrong
- Communication problems

Trending Issues

- High rate of date changes 0 25%
- Are there any trends in overall metrics to take note of?

Capacity Trends

- What trends are we seeing in capacity?
  - Materials
  - Products
  - Training

Improvements

What projects are we currently working on as a team.

Improvement	Current Status	Updates Since Last Meeting

Minutes Location

OneDrive - MATIC MEDIA SERVICES LTD\Strategy\Minutes

Operational Minutes - 2023-03-31

Overview

Title:	Weekly Operations Meeting
Reason:	Standard Operations Meeting
Total Time:	
Location:	
Held By:	Robert McCombe
Attendees:	Kelly Power, Andy Roddie

Weekly Key Performance Indicator Reviews

Available here: Operations KPI Report - MaticTrack (maticmedia.co.uk)

Review each metric below

- Performance Metrics
- External Wastages
- Internal Wastages

Trending Patterns

Issues	Cause	Solution	Action	When
Ink Drips on Night Shift with Arizona	Believe heads are not getting cleaned regular enough.	Check heads hourly for cleanliness	Kelly and Andy to speak to Steven	Monday 3rd

Double Sided Print not being run on Colorado	No cause	Add to manual on how to do and get each operator to do a test	Get roll in, get job bag for each operator and use Graphic Warehouse Samples Artwork.	Next Week
Counts wrong on Dispatch	Not being counted	Add a software block on moving to next stage without coming quantities	Robert to add to system	End of April
Bespoke tape not put on Linden orders	No information displayed on job bags or dispatch	Add to dispatch information as fixed note for customer	Robert to add to system	End of April
1000 pound orders need date confirmation before releasing to customer	System just shows a date for everything	Robert to add to system	Robert to add to system	End of April
Finishing time of nightshift	Not working till 6.30 am	Speak to nightshift	Kelly and Andy to speak to nightshift ha ha	Monday 3rd
If changes are made to job bag rhey should be on MaticTrack as well (up to digital cutting)	No body has been told to do this	Tell them to do it	Kelly and Andy will tell every on Monday am meeting	Monday 3rd
Kelly keeps getting contacted by nightshift or they are not problem solving the issue themselfs	As per left	Log all queries so we can categorise	Everyone will have a think about this for the next meeting	Friday 7th

Staffing Reviews

Employee	**Training**	**Current 90 Day Progress**	**Notes**
Kelly Power			
Andy Roddie			
Gary Leckie			
Megan Buchanan			No stepping up to plate
Jason Todd			Slow, Overprocesses

Matthew Parris			Bad memory issues, might need a routine, might need some problem solving review
Lewis Grierson			No stepping up to plate
Brendan Caldwell			Doing well
Graham Halley			Same as usual
Stephen Murphy			See trending issues
Michael Colon			Moved on to nightshift, doing well.

Plant & Equipment Issues

Plant & Equipment	Issue	Status	Owner	Action
Eyeletter	Eyelets miss firing	Fixed - Andy ordering spare parts	Andy	
Fabric Printer	Blue not printing correctly	Fixed - Did 3 ink fills	Gary	
Fixation Unit	Tension bar not moving up or down	Awaiting Supplier Feedback	Andy	Get a service done
Floor Eyeletter Number 2	Needs assessed	Broken	Andy	Do a review
Screen for monitoring cameras	Needs a screen		Robert	End of April

Improvements

Improvement	Current Status	Updates Since Last Meeting

Operational Minutes - 2023-04-14

Overview

Title:	Weekly Operations Meeting
Reason:	Standard Operations Meeting
Total Time:	
Location:	
Held By:	Robert McCombe
Attendees:	Kelly Power, Andy Roddie

Weekly Key Performance Indicator Reviews

Available here: Operations KPI Report - MaticTrack (maticmedia.co.uk)

Review each metric below

- Performance Metrics
- External Wastages
- Internal Wastages

Trending Patterns

Issues	Cause	Solution	Action	When
Ink Drips on Night Shift with Arizona	Believe heads are not getting cleaned regular enough.	Check heads hourly for cleanliness	Kelly and Andy to speak to Steven	Monday 3rd

Double Sided Print not being run on Colorado	No cause	Add to manual on how to do and get each operator to do a test	Get roll in, get job bag for each operator and use Graphic Warehouse Samples Artwork.	Gary going to test
Counts wrong on Dispatch	Not being counted	Add a software block on moving to next stage without coming quantities	Robert to add to system	End of April
Bespoke tape not put on Linden orders	No information displayed on job bags or dispatch	Add to dispatch information as fixed note for customer	Robert to add to system	End of April
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Finishing time of nightshift	Not working till 6.30 am	Speak to nightshift	Kelly and Andy to speak to nightshift ha ha	**Completed**
If changes are made to job bag rhey should be on MaticTrack as well (up to digital cutting)	No body has been told to do this	Tell them to do it	Kelly and Andy will tell every on Monday am meeting	**Completed**
Kelly keeps getting contacted by nightshift or they are not problem solving the issue themselfs	As per left	Log all queries so we can categorise	Everyone will have a think about this for the next meeting	Friday 7th

Staffing Reviews

Employee	**Training**	**Current 90 Day Progress**	**Notes**
Kelly Power			
Andy Roddie			Do job description
Gary Leckie			
Megan Buchanan			No stepping up to plate
Jason Todd			Slow, Overprocesses

Matthew Parris			Bad memory issues, might need a routine, might need some problem solving review
Lewis Grierson			No stepping up to plate
Brendan Caldwell			Doing well
Graham Halley			Same as usual
Stephen Murphy			See trending issues
Michael Colon			Look at permanently moving on to nightshift

Plant & Equipment Issues

Plant & Equipment	Issue	Status	Owner	Action
Eyeletter	Eyelets miss firing	Fixed - Andy ordering spare parts	Andy	Ordered new parts for eyeletter
Fabric Printer	Blue not printing correctly	Fixed - Did 3 ink fills	Gary	Completed
Fixation Unit	Tension bar not moving up or down	Awaiting Supplier Feedback	Andy	Get a service done
Floor Eyeletter Number 2	Needs assessed	Broken	Andy	Do a review
Screen for monitoring cameras	Needs a screen		Robert	End of April

Improvements

Improvement	Current Status	Updates Since Last Meeting

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Screen for monitoring cameras	Needs a screen		Robert	End of April

Improvements

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Influencers Agenda = 2023-05-10

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Minutes Location

2023-05-10 Influencer Meeting.pdf