

Operational Minutes - 2023-03-31

Overview

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|--------------------|-----------------------------|
| 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 \(maticmedia.co.uk\)](https://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 themselves | 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 |
|-------------|----------------|----------------------------|
| | | |

Revision #2

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