Operational Minutes - 2023-04-21

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
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	**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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