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

Revision #4
Created 24 March 2023 10:47:07 by Admin
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