



Weekly Operations & Systems Meeting

Created by Impi Development

Location
Boardroom

Start Time	End Time	Duration
14:00	15:30	90 minutes

Frequency ⁽¹⁾	Mon	Tue	Wed	Thu	Fri	Week 1	Week 2	Week 3	Week 4
Weekly			x			x	x	x	x

(1) Daily, Twice-weekly, weekly, Twice-Monthly, Monthly, Other.

Chairperson	Players
Operations Manager	All Line Managers

Purpose
Review past weeks production performance. Surface unresolved operational issues and manage exceptions. Communicate and align functions. Review the next 2-weeks plan and events.

Preparation – Work Practice for the meeting
All previous weeks meeting tasks to be completed
All scheduled items to be available before the meeting e.g. audit schedules, Operating Expenses, Nonconformity feedback...
KPI charts to be updated by their relevant owners/players with previous weeks stats
Members update attendance chart as they enter the room
Tasks and Decisions recorded by a scribe on TP. Scribe rotates Weekly

Plan (Agenda)	Who	Time (min)

Positive welcome to all attendees		
Feedback on previous meeting tasks		
Finance		
– Review Finance – KPIs, issues, news, governance		
Sales		
– Review Sales – KPIs, issues, news, market intel		
Operations		
– Review Quality , Non-Conformities and other KPIs, and audit results		
– Feedback on Gemba walkabouts, 5S audits		
– Review Operational performance – KPIs, issues, news, governance		
People		
– Review People Engagement <ul style="list-style-type: none"> • Weekly: KBIs, issues, news, Industrial Relations • As per schedule: Leadership coaching engagement, One/One coaching, Reward and Recognition, Innovations and Problem-solving activities 		
– Review People training and development <ul style="list-style-type: none"> • Weekly: KBIs, issues, news • As per schedule: Training Plans 		
Feedback to and from Mini Business Units – issues escalated and communication		
Plan for the week/month e.g. visits, audits, etc.		
Scribe recaps tasks and decisions		
How can we run the next meeting better?		

Code of Conduct

Current Published Version by Impi Development

Code of Conduct for the meeting	
1	Meeting Starts and Ends on time.
2	Attendees arrive before the meeting starts.
3	Attendees come prepared e.g. following up on earlier commitments/tasks, preliminary investigation of root causes.
4	The venue is prepared for the meeting e.g. projector, print outs, power cables, flip charts, markers, etc.
5	Phones switched off or on silence/vibrate.
6	Meeting is orderly and led by the chairperson.

7	An agenda is followed. No agenda = no meeting.
8	Language and behaviour should be unoffensive and unprejudiced.