

AM & PM Huddles Checklist

MORNING MEETING ITEMS

- ___ Production goal on the board per op.
- ___ Requests for precisely how my op will get to the goal.
- ___ Collection goal on the board for today
- ___ Requests for precisely how I'll get there
- ___ Where are we prod/coll as of this morning.
- ___ Including what is on the schedule, what is our shortfall and how many days do we have to get there.
- ___ Who is accountable for how much and by when?
- ___ Here is what I need in the schedule at this time tomorrow and the next day and the day after that in each chair.
- ___ Who will get me that and by when?

AFTERNOON MEETING ITEMS

- ___ Numbers on the board per op
- ___ Acknowledgements for how you got there per op
- ___ Requests for what prevented you from getting there per op
- ___ Collection numbers on the board
- ___ Acknowledgements for how you got there
- ___ Requests for what prevented you from getting there
- ___ What do we need specifically in each op for tomorrow and who is accountable and by-when.

