

Agenda
April 21, 2016
9:00am – 10:00am

- Call meeting to order
- Approve meeting notes from 3/17/16
- Additions to agenda
- Update on Poka-Yoke for May newsletter and toolbox item – Nancy & Karly
- Assign “Workout” toolbox spotlight for May Board and June 1 Newsletter
- Review Assignment Progress from 3/17/16 Meeting
 - Karly – Remove Mike Virnig and update Suggestion link
 - Nancy/Mary – measures for completed Kaizen events
 - Missy – Status update for Claim Event
 - Michele – Status update for SSTS Event & Updated Communication-Work Plan
 - Pat – Committee update to Board
- Begin planning for recognitions to coincide with Committee Goals and Objectives
- Review tasks to be completed by May Meeting
- Adjourn