

Morning Meeting Agenda

Scheduled Time: **9:15 - 9:30**

- 1 Wins / News / Things to Celebrate

- 2 Partners' Calendars – due dates & pinch points

- 3 Workflow Whiteboard

- 4 Education

- 5 Continuous Improvement:
 - a) Fix What Bugs You – Review Mistakes

 - b) Review Improvements

 - c) Other Examples / Ideas / Suggestions?

- 6 Word of the Day