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# Daily Production Meeting Stand Up Agenda

## 1.0 Objective & Quality Standard

The objective of this procedure is to standardize the daily production stand-up meeting to ensure consistent communication, rapid problem resolution, and alignment with production targets. The meeting must be completed within 15 minutes, with all team members standing, and must cover safety, quality, delivery, and continuous improvement topics. The quality standard is 100% attendance of required team members and completion of the agenda without deviation.

## 2.0 Required Tools & Gauges

- Whiteboard or digital display with current production metrics
- Daily production board with visual management (e.g., Kanban, Andon)
- Stopwatch or timer (phone app acceptable)
- Marker pens (if using physical board)
- Pre-printed agenda template (optional)

## 3.0 Safety & Material Handling

- Ensure the meeting area is clear of tripping hazards (cords, tools, materials).
- All team members must wear required PPE (safety glasses, steel-toed boots) if meeting is on the production floor.
- Maintain a respectful distance to avoid crowding and ensure everyone can see the board.

## 4.0 Step-by-Step Procedure

1. Assemble all team members at the designated meeting area at the scheduled start time. No chairs are allowed; all participants must stand.
2. The meeting facilitator (typically the shift lead or production manager) starts the timer and calls the meeting to order.
3. Review safety incidents or near misses from the previous 24 hours. Highlight any corrective actions taken.
4. Review quality metrics: number of defects, rework requests, and customer complaints from the previous day. Compare against target.
5. Review production output: actual vs. planned units for the previous shift. Identify any bottlenecks or delays.
6. Each team member (or department representative) reports their top priority for the day and any support needed.
7. Identify and assign action items for any issues raised. Each action item must have an owner and a due date.
8. Update the visual management board with current metrics, action items, and any changes to the production schedule.
9. Confirm the next meeting time and adjourn. The timer must not exceed 15 minutes.

## 5.0 Verification & Defect Reporting

1. The facilitator verifies that all agenda items were covered by checking off each topic on the agenda template.
2. If the meeting exceeds 15 minutes, the facilitator must note the reason and escalate to the production manager for process improvement.
3. Any unresolved quality or safety issues must be logged in the ShopDocs QA module as a non-conformance and assigned for root cause analysis.
4. Attendance is recorded; any missing team member must be followed up with by their supervisor within 1 hour.

**Regulatory Disclaimer:** This document is a generic quality assurance template. The end-user assumes all liability for validating all dimensional tolerances, testing procedures, and engineering specifications against actual production requirements before deployment.