

JEDI Meeting Report

Meeting: Line 3 morning start-up | Date: (example) | Source: typed notes

EXAMPLE LAYOUT. Every item below is made up to show the format. Your report uses only your meeting.

RED VITAL		Decisions, owners, next actions	
Decision	Owner	Next action	By
Run Line 3 at reduced speed until the guide rail is replaced	Shift 2 supervisor	Post the speed on the line board	Today, 2 PM
Order a spare guide rail and keep one on the shelf	Maintenance lead	Raise the order	Tomorrow
Move Thursday changeover to first shift	Production planner	Update the schedule	Wednesday

YELLOW IMPORTANT		Awareness items, ready if asked	
● Filler 2 stopped twice after changeover this week. Cause not confirmed yet. ● Quality hold on one pallet from second shift is still open. ● Two operators are out Friday; coverage not yet assigned.			

GREEN LOW RELEVANCE		Said in the meeting, little bearing on output	
● Break room fridge is being replaced next week. ● Parking lot repainting moved to the weekend.			

BLACK IMPROVEMENT OPPORTUNITY	
Meeting was about	Getting Line 3 back to normal speed after repeated guide rail wear.
The problem	The same part keeps failing, and the line slows down every time while a replacement is found.
Solution exists?	Partly. A spare is being ordered, but nobody owns tracking how fast the rail wears.
Advised solution	Give one person ownership of guide rail wear checks at each changeover and review the result at this meeting each week.