

# Meeting Checklist

- Passion!
- Talk loud!
- "Good Morning!"
- Tomorrow's meeting leader
- Sales numbers \$ \_\_\_\_\_
- Mistakes
- Dashboard
- Raving Fans
- Wood of the Day
- Word of the Day
- Gratefuls
- Product of the day
- Improvements
- Principles
- 8 Deadly wastes
- Constitution
- History
- Stretching
- Ratings

# Leader Checklist

Alisha F.

Heather

Sandi

Alisha S.

Jane

Shelly

Andréa

Jon

Skylar

Annie

Jordan

Thomas

Austin

Kolbe

Tim

Brady

Kristen

Todd

Cat

Liliya

Tyler

Cathy

Lukas

Yuriy

Clint

Mikey

Zach

David

Nic

\_\_\_\_\_

Dennis

Paul

\_\_\_\_\_

Dylan

Rhonda

\_\_\_\_\_

Ed

Robbie

\_\_\_\_\_

# Dashboard

Have Dashboard ready before meeting, except for the missing tools.

Ask about missing tools in the meeting.

Is everyone caught up?

- Typing
- Shipping
- Production
- Engineering

Backorders?

Missing kanbans?

- Ask waterspider

# Raving Fans

- Check email inbox (Outlook) for raving fans
- Copy & paste body of text into Word document
- Enlarge text size (minimum size: 24)
- Read out loud in meeting



## Wood of the Day

- Google search your wood of the day
- Learn more about the wood

## Word of the Day

- Select a word of the day
- Resources: [dictionary.com](http://dictionary.com) or [merriam-webster.com](http://merriam-webster.com)

## Gratefuls

- Before the meeting give a notepad & pen to 6 people.
- During the meeting let people share gratefuls.

# Product of the Day

1. When choosing a product to review choose a new product if available
2. Go to the website and queue up the product video (if available)
3. Get the product to pass around a sample
4. Get additional technical info if needed
5. Encourage questions to test for comprehension



SMILE

You're doing awesome!

# Improvements

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————— **Call on 6 people** —————

# Fastcap's 21 Principles

- 1. What is the purpose of FastCap? **Grow People.**
- 2. FastCap is always looking for a way to make things... **Faster, Safer and Simpler.**
- 3. Winston Churchill said these words... **"Action This Day".**
- 4. When we walk away from something we... **"Leave It Better Than You Found It".**
- 5. Our job title is... **Process Engineer.**
- 6. Everything of value comes after... **Much hard work.**
- 7. Our goal each day is to make one... **2 second improvement.**
- 8. The most powerful word in the human language is... **A Person's Name.**
- 9. Enjoy your day to the fullest by... **Doing the Hard thing First.**
- 10. To understand the real issue, we must ask... **Why 5 times.**
- 11. When discussing a problem, we need to... **Go and See.**
- 12. What must we do if we want to understand our actions? **Hansei (reflect).**
- 13. Real learning comes when you ask... **Questions.**
- 14. What did Bob Taylor say? **Responsible for things and people.**
- 15. "I'll trade all the intelligence in the world for someone with... **vision**".
- 16. Toyota never attempts to improve anything unless they can... **Cut the waste in half.**
- 17. **Hold each other accountable.** 2 sides- Who calls it out / Who did it (be humble)
- 18. Your success at FastCap will be determined by the fact that you are... **Never Satisfied.**
- 19. Toyota's success is the result of the relentless pursuit of ... **Building a Culture.**
- 20. How do you make a vision stick? **Cast it over and over. Repetition**
- 21. There are two kinds of people in the world: **Givers and Takers**



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————— **Call on 1 person** —————

# 8 Deadly Sins of Waste

1. Overproduction
2. Transportation
3. Inventory
4. Defects
5. Overprocessing
6. Motion
7. Waiting
8. Loss of Employee Potential

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————— **Call on 1 person** —————

# The Constitution

## ■ *Bill of Rights*

- 1st** George Washington, 1791
- 2nd** George Washington, 1791
- 3rd** George Washington, 1791
- 4th** George Washington, 1791
- 5th** George Washington, 1791
- 6th** George Washington, 1791
- 7th** George Washington, 1791
- 8th** George Washington, 1791
- 9th** George Washington, 1791
- 10th** George Washington, 1791
- 11th** George Washington, 1795
- 12th** Thomas Jefferson, 1804
- 13th** Andrew Johnson, 1865
- 14th** Andrew Johnson, 1865
- 15th** Ulysses Grant, 1870
- 16th** William Howard Taft, 1913
- 17th** Woodrow Wilson, 1913
- 18th** Woodrow Wilson, 1919
- 19th** Woodrow Wilson, 1920
- 20th** Herbert Hoover, 1933
- 21st** Franklin D. Roosevelt, 1933
- 22nd** Harry S. Truman, 1951
- 23rd** John F. Kennedy, 1961
- 24th** Lyndon B. Johnson, 1964
- 25th** Lyndon B. Johnson, 1967
- 26th** Richard Nixon, 1971
- 27th** George Bush Senior, 1992

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**Call on 1 person**

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# The Constitution

**1st Amendment** – George Washington, 1791

Freedom of Religion, Speech, Press, Assembly & Petition.

**2nd Amendment** – George Washington, 1791

A well regulated Militia Right to Keep and Bear Arms.

**3rd Amendment** – George Washington, 1791

No Soldier shall be quartered without consent.

**4th Amendment** – George Washington, 1791

Right to be secure

No unreasonable search and seizure

No warrants without probable cause, sworn by oath

Particularly describing place to be searched, persons or things to be seized

**5th Amendment** – George Washington, 1791

No person shall be held to answer for Capital or Infamous

Crime without indictment by Grand Jury, Except Military

No Double Jeopardy of life or limb

Shall not be compelled to bear witness against oneself

Shall not be deprived of Life, Liberty, or Property without due process of law

**6th Amendment** – George Washington, 1791

Right to a speedy trial by a jury of their peers

Be informed of the accusation against them

Confront witnesses against them

Compulsory process of witnesses in their favor

Assistance of Counsel for defense

**7th Amendment** – George Washington, 1791

Suits of common law exceeding 20 dollars, right to trial by jury

No fact shall be re-examined, other than by rules of common law

**8th Amendment** – George Washington, 1791

Excessive bail shall not be set

Nor excessive fines imposed

Nor Cruel and Unusual punishment inflicted

**9th Amendment** – George Washington, 1791

Rights listed by the Constitution does not deny or disparage other rights retained by the people

**10th Amendment** – George Washington, 1791

Power not delegated by the Constitution to the United States

Nor prohibited by it Are reserved by the States

**11th Amendment** – George Washington, 1795

The Judicial powers of the United States does not extend over the States

Citizens cannot sue the State

The Supreme Court adopted the Stripping Doctrine, which recognized that citizens can

Sue state officers in their official state capacity for injunctive relief.

**12th Amendment** – Thomas Jefferson, 1804

President and Vice-President are chosen by the Electoral College, making the two positions cooperative, rather than first and second highest vote-getters.

If no majority of Electoral votes, 2/3 vote of House of Rep chooses President

2/3 vote of Senate chooses Vice-President

Vice-President must be eligible to become President.

**13th Amendment** – Andrew Johnson, 1865

Neither slavery nor involuntary servitude shall exist in the United States except as a punishment for crime. Congress has the power to enforce this by legislation.

**14th Amendment** – Andrew Johnson, 1868

People born or naturalized in the U.S. are citizens of the U.S. and citizens of the state in which they reside.

All citizens have equal protection under the law

Removed 3/5 counting of slaves

Counts all persons except non-taxed Indians

No person can hold office having engaged in insurrection against the U.S.

Except Congress can vote 2/3 both houses to remove such disability

The United States will not pay the debts of rebellious states.

Congress has the power to enforce this by legislation.

**15th Amendment** – 1870, Ulysses Grant, Republican

Right to vote shall not be denied because of race, color or previous servitude.

Congress has power to enforce this by legislation.

**16th Amendment** – William Howard Taft, 1913

Congress has the power to levy taxes.

**17th Amendment** – Woodrow Wilson, 1913

People from each state will elect 2 Senators for that state.

Senate term will be 6 years.

**18th Amendment** – Woodrow Wilson, 1919

Intoxicating liquors are prohibited

**19th Amendment** – Woodrow Wilson, 1920

Right to vote not denied because of sex

Congress has the power to enforce this by legislation

**20th Amendment** – Herbert Hoover, 1933

Term for President starts at noon January 20th

Term for congress starts at noon January 3rd

Congress shall meet once a year starting at noon January 3rd

If President Elect dies, Vice-President shall take office



**21st Amendment** – Franklin D. Roosevelt, 1933

Repeals 18th Amendment Intoxicating liquors are no longer prohibited.

**22nd Amendment** – Harry S. Truman, 1951

President only elected 2 times

Serve more than two years of some other term only elected once.

**23rd Amendment** – John F. Kennedy, 1961

Washington D.C. shall have 3 Electoral votes

Congress has power to enforce this by legislation.

**24th Amendment** – Lyndon B. Johnson, 1964

Right to vote in primaries and elections not denied for owing tax.

**25th Amendment** – Lyndon B. Johnson, 1967

Upon vacancy of President, Vice-President takes office

Upon vacancy of Vice-President, President nominates new V.P.

Congress majority vote of both houses elects

President unable to discharge office falls to V.P.

Until President gives written notice he is able to resume office

**26th Amendment** – Richard Nixon, 1971

Right to vote to any citizen the age of 18

Congress has power to enforce this by legislation

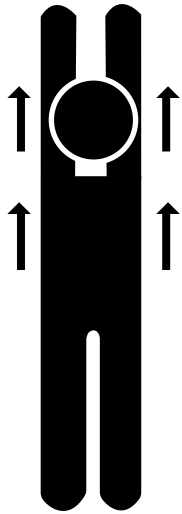
**27th Amendment** – George Bush Senior, 1992

Any law that increases the pay of legislators may not take effect until after an election.

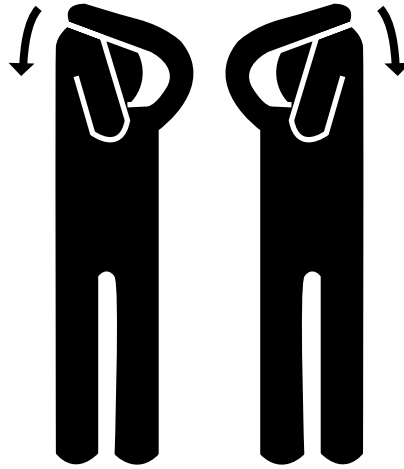
# History

1. Queue up and review the video, audio or book that provides our History and Personal Improvement lesson for the day.
2. The history lesson should be about 5 minutes long.
3. Examples:
  - TED talk (video)
  - *America the Story of Us* (video)
  - *Top 100 people of the Century* (video)
  - *Today in History*

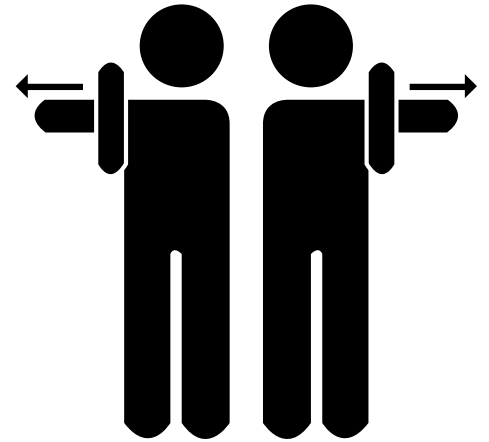
# Stretching



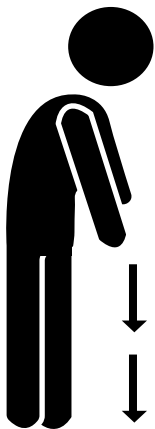
The Bank Hostage



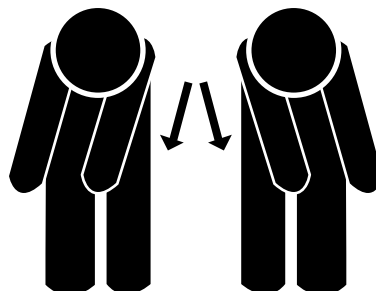
Check for pit stains!  
Left & Right



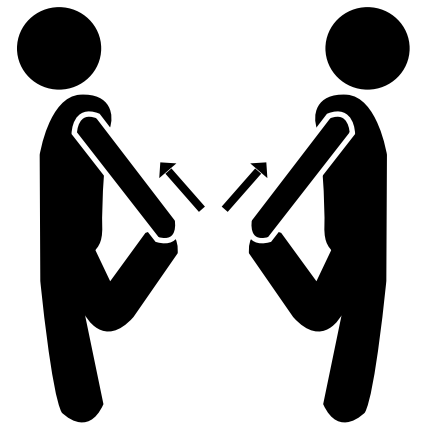
Arms across front  
Right & Left



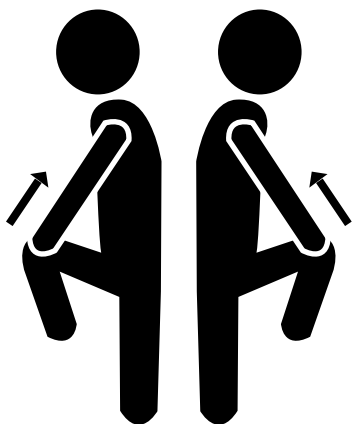
Found a penny!  
Come up slowly



Uh Oh! Lost the penny!  
Right & Left



Peg Leg  
Left & Right



The Flamingo  
Right & Left

# After Meeting Checklist

- Empty inbox & file emails
- Save Dashboard
- Close all old browser tabs (leave open any tabs that aren't finished for the next day)
- Make sure the next day's videos and lessons are queued up
- Put away any product or displays used in the meeting
- Clean out plastic bins in the cart
- Leave everything better than you found it so the next leader has a great meeting!