

# Weekly Check-in

Customer Value Proposition:

Team:

Next Chair:

Last Update:

## People

### Call outs

Who:	Why:

### Events

Date:	What:

### Availability

Who:	Where:

## Performance

## Actions

Key Focus Area	Action	Who	By When

## Continuous Improvement

Plan	Do	Check	Act

## GEMBA (Go, Look, See)

Key Focus Area	Who	By When



FOR BUSINESS