

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