

Agenda
March 17th, 2016
9:00am – 10:00am

- Call meeting to order
- Approve meeting notes from 2/18/16
- Additions to agenda
- Update on membership
- Review Assignment Progress from 2/18/16 Meeting
 - Nancy/Mary – Event history for CI Website
 - Lisa – Kaizen toolbox
 - Bruce – Status update on April Newsletter piece (7 wastes)
 - Karly – Website update/release
 - Suggest an event tab
 - Contact us tab
 - Michele – Communication Work Plan
 - Pat – Performance measures for CI Website
- May newsletter and new toolbox item –
 - Poka-Yoke is the feature tool
 - Assign author
- Discuss information to be presented to Management Team at the Quarterly Meeting
- Begin planning for recognitions to coincide with Committee Goals and Objectives
- Review tasks to be completed by April Meeting
- Adjourn