# **Meeting Minutes - Knurled part**

31**/7/17**

## **Attendees**

(Names of attendees go here)

## **Scribe**

(Name of note taker here)

## **Agenda**

* **Previous Agenda**
* Ensure each team member has successfully completed their task to the appropriate quality.
* Ensure that the team understands the process of manufacture
* Ensure that the team understands the health and safety as was laid out by the health and safety officer.
* Ensure that each team member understands their own process and is ready to perform it
* Confirm readiness to manufacture with each team member individually, and address any concerns raised.
* **New Agenda**
* Reflection on the manufacturing process

## **Review of Points Made in Previous Meeting**

* In the previous meeting, the team members stated their readiness to begin manufacturing of the part in the next session. In other meetings, team members had been set tasks to be ready for the upcoming manufacturing task. The team

## **Points Raised & Actions Before Next Meeting**

* The team expressed that the process overall went better than expected.
* They were surprised that no issues arose with the machines.
* It was stated that less communication was needed next time, to make the process overall more efficient.
* It was understood that some of the processes could be done on other machines to make the overall process more efficient.
* The team stated that the preparation for the task was done well and that it did not take too long and was not rushed.
* The part itself was of good quality, but there was some variation between each bit. This was put down to the lathes using mechanical dials. It was agreed that computers would increase accuracy of the process in the future.
* There were no health and safety issues, and everyone agreed that the team adhered to the health and safety brief.

## **Next Meeting Agenda Items**

There will be no further meetings.

## **Adjournment**

The team summed up their own performance. This was compared to their own expectations. They also looked at how the process may be enhanced next time that they undertake a manufacturing process.