

Action Teams Agenda

January 25, 2006
8:30-11:30 or 1:00-4:00
A-112

1. Welcome
2. Introductions
3. Purposes of Teams
4. Introduction of Team Books
5. Constant Improvement Philosophy
6. Seven Steps of Constant Improvement
7. Quality Tools
 - *Process Mapping
 - *Check Sheets
 - *Gathering Data
8. Introduction of Team Sponsor
9. Teams Choose Team Leader
Team Scribe
10. Develop Team Project Statement

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