

2nd Team Meeting / Marble Cake Swirl -P12712

Date: Friday, September 16, 2011
Time: 9:00 a.m. - 5:00 p.m.

Location: 4th Floor of COE
Call In:

I Open Meeting

Objective: To have a more detailed discussion and brainstorming session regarding the marble swirl automation process.

Notes: Ryan, Benson, Aaron, Arwen and Kenyon were present for this meeting.

II Action Items from Previous Meeting

Responsible

Due Date

- 1
- 2
- 3

III Agenda Topic

Notes

- 1 Topic 1: Discussion about the bakery / project
- 2 Topic 2: Brainstorming for possible solution
- 3 Topic 3: Roles within the team
- 4 Topic 4
- 5 Topic 5

Everyone attended the safety, GMP meetings held by Wegmans. Mutual understanding upon the project's nature and need itself

Rough ideas are generated. See possibilities on discussion dump

Team Leader - Ryan, Secretary - Benson, Facilitator - Kenyon

IV Action Items

Responsible

Due Date

- 1 Personal Bios
- 2 More possible solutions for the automation process
- 3 Questions to Mike regarding the project
- 4
- 5

Everybody

Everybody

Ryan

Next Meeting on Tues

Next Meeting on Tues

V Decisions

- 1 Team Roles: Leader - Ryan, Facilitator - Kenyon, Secretary - Benson
- 2 Mimicking the current swirling process, possible automation instead of spending manpower
- 3
- 4
- 5

VI Close Meeting