

# 5S Team Weekly Meeting

Week of \_\_\_\_\_

Achievements (list things that the team or individual contributors did well in the interest of 5S)

Areas of Improvements (list areas that need some focus. Be sure to assign someone to each item along with a due date)

Current audit scores (list the last four weeks' scores)

Current \_\_\_\_\_ Previous three week's \_\_\_\_\_

Follow up from last meeting action items