MDI Agenda:

For each **Critical Success Factor** owner:

1. Report out on your slide(s) in FIFO order 3 min
   1. Present insights i.e. “ahead of goal because”
2. Call for bunch ups

For **Board Owner:**

1. Call on Issue Owners that have not reported 3 min/issue
   1. Top to bottom by date
   2. Report on your issue deliverable
      1. “my current obstacle is…”
      2. “my last step was …”
      3. Present findings and what you learned
      4. “my next step is … by date…”
2. Review new issues with the group 2 min/issue
   1. Only enough detail to prioritize the issue
   2. Does the issue belong on a functional level board?
3. Pull an issue from inventory (if needed)
4. Review Kaizen Newspaper
5. Adjourn meeting.