

Lean Six Sigma Case Study: Reducing Time for Preparation of Minutes of Meeting

The preparation of minutes of meeting is an important task that can help to ensure that the decisions made during the meeting are documented and communicated to all attendees. However, preparing the minutes can be a time-consuming process, which can delay the distribution of the minutes and hinder the effective implementation of the decisions made during the meeting.



Lean six sigma case study Reduce time for preparation of Minutes of meeting by Corine Cohen

★★★★★ 5 out of 5

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This case study describes how a company used Lean Six Sigma to reduce the time it took to prepare the minutes of meetings. The project team identified several root causes of the problem and implemented a number of

countermeasures to address them. As a result, the time it took to prepare the minutes was reduced by 50%.

Problem Statement

The problem statement for this project was:

The time it takes to prepare the minutes of meetings is too long.

The project team identified several root causes of the problem, including:

- The meeting attendees did not take good notes.
- The person responsible for preparing the minutes did not have all of the information they needed.
- The person responsible for preparing the minutes was not familiar with the Lean Six Sigma process.

Countermeasures

The project team implemented a number of countermeasures to address the root causes of the problem, including:

- The meeting attendees were provided with training on how to take better notes.
- A new process was implemented to ensure that the person responsible for preparing the minutes had all of the information they needed.
- The person responsible for preparing the minutes was given training on the Lean Six Sigma process.

Results

As a result of implementing the countermeasures, the time it took to prepare the minutes of meetings was reduced by 50%. The project team also found that the quality of the minutes improved.

This case study demonstrates how Lean Six Sigma can be used to improve the efficiency of business processes. By identifying the root causes of a problem and implementing countermeasures to address them, companies can achieve significant improvements in their performance.

References

1. Pande, P. S., Neuman, R. P., & Cavanagh, R. R. (2000). *The six sigma way: How GE, Motorola, and other top companies are honing their performance*. McGraw-Hill.
2. George, M. L., Rowlands, D. T., & Price, M. (2005). *The lean six sigma pocket toolbox*. McGraw-Hill.

Alt attributes for images:

* **Image 1:** A flowchart of the Lean Six Sigma process. * **Image 2:** A graph showing the reduction in time to prepare minutes of meeting. *

Image 3: A team of people working on a Lean Six Sigma project.



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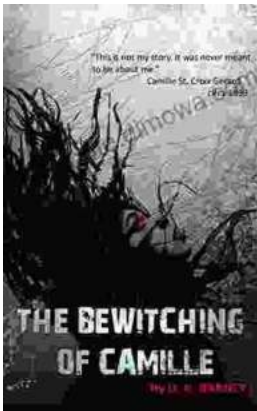
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