



Huddle Meeting

Agenda #1

Time Management

1. How effectively did your team manage the allocated time for the production process?
2. Were there any stages where time was wasted or bottlenecks occurred? If so, which stages and why?
3. What strategies did you implement to improve time management during the simulation?
4. In hindsight, how could you have better scheduled the different stages of production?

Report

Analyze what you discovered, use the agenda questions a guide for your team to discuss, and present (rubric) your findings to our company executives.

Agenda #2

Overall Costs

1. How did you track and manage costs throughout the production process?
2. What were the major cost drivers in our production?
3. Did you encounter any unexpected costs? How did you handle them?
4. How could we reduce costs in future production cycles without compromising quality?

Notes:

Agenda #3

Manufacturing Efficiency

1. How efficient was your production process from current (initial) to the final revised system?
2. Did you face any challenges that affected the efficiency of your production? Bottlenecks? How did you overcome them?
3. How can your company better manage and reduce overall production costs?
4. What steps can be taken to improve manufacturing efficiency and reduce waste?
5. What changes could our company implement to improve manufacturing efficiency overall?
6. What strategies could you implement to increase revenue in future production cycles?



Team Huddle Presentation Rubric

Guidelines: Your goal is to create a presentation that is clear and easy to follow, ensuring that its content, organization, and visual aids match with the task, purpose, and audience. The rubric provided below will be used to evaluate your presentation and identify areas for improvement.

Criteria	4 - Excellent	3 - Good	2 - Satisfactory	1 - Needs Improvement
Content	Excellent analysis of the topic, with strong relevant evidence and explanations.	Good analysis with relevant evidence; some parts need more explanation.	Basic analysis with minimal evidence and unclear connections.	Insufficient analysis; little to no evidence provided.
Organization	Clear, logical flow with a strong introduction, body, and conclusion.	Logical flow but minor transitions could be improved.	Presentation is somewhat scattered; transitions unclear.	Lacks logical structure; difficult to follow.
Presentation Skills	Excellent voice clarity, eye contact, and confidence.	Good clarity, some reliance on notes, mostly confident.	Relies heavily on notes, limited eye contact, lacks confidence at times.	Mumbles, reads from notes with no eye contact, lacks confidence.
Visual Aids	Engaging, relevant, and enhances understanding of the topic.	Mostly relevant but could be more engaging or clearer.	Some visuals, but not well-connected to the topic.	Lacks visuals or visuals are unclear/unrelated.
Grammar & Language Use	Uses correct grammar, spelling, and punctuation. Vocabulary is rich and varied.	Minor errors in grammar, spelling, or punctuation. Vocabulary is appropriate.	Noticeable errors in grammar, spelling, or punctuation, and vocabulary is limited or repetitive.	Frequent errors in grammar, spelling, or punctuation. Vocabulary is very basic or inappropriate.
Overall Score	20 - 18	17 - 15	14 - 12	11 - 0