

# MeetingManager

Systematic Standard Communication and Successful Moderation



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## BASIC INFORMATION

### Short Definition of Standard Regular Communication

Standard regular communication describes the regularly occurring exchange of information with the following features:

- ◆ The meeting content is standardized as much as possible
- ◆ The meeting objectives are defined
- ◆ The meeting time frame is defined

As part of the continuous improvement process, standard communication fulfills important functions, as it:

- ◆ Controls and documents the information and communication flow
- ◆ Allows the allocation of tasks and responsibilities
- ◆ Bundles knowledge and thus assisting decision making and transparency

With the help of standard regular communication, process improvements do not happen by chance, but are systematically planned. Thus, they become a strong initiator in the continuous improvement process.

### Cosmino® MeetingManager Areas of Application

MeetingManager is the field-tested tool for systematic preparation, execution, and post-processing of your standard regular communication in the Cosmino® MESplus.

Whether you would like to generate a sequence plan for your agenda points, call up all necessary facts at the push of a button, or require for meaningful documentation of your meeting contents:

Using Cosmino® MeetingManager, you always work highly efficiently and benefit from pronounced learning effects, as your meetings are standardized.

The introduction of the improvement process is verifiably supported, as it is traceable at all times, when and how often meetings were conducted and which topics were discussed.



Systematic management of your meetings using Cosmino® MeetingManager

## 1

## BASIC INFORMATION

### Ready-to-use Philosophy

The MeetingManager concept is intentionally streamlined, similar to all modules of the Cosmino® Suite for continuous improvement, and is immediately ready for use without any major training efforts. Your employees are step by step systematically guided through the meeting.

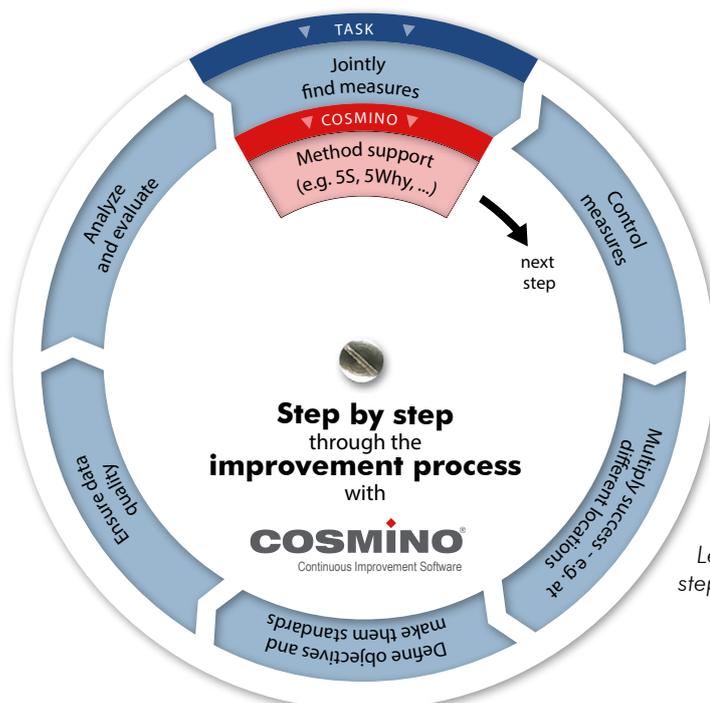
Despite ease of use, MeetingManager is fully integrated into the comprehensive management of key production indicators and measures, which are offered by the Cosmino® complete solution.

Cosmino® MeetingManager provides you with valuable time savings on a daily basis – a result of over 25 years of development experience, which is behind every detail of our software.

If you would like to extend the functions of Cosmino® MeetingManager, there are currently 16 additional Cosmino® modules available (see page 7).

### Cosmino® MeetingManager Advantages

- ◆ Standardizable agenda points generate a binding agenda – this simplifies planning and prevents out-of-control meetings
- ◆ Improved meeting culture, as precisely defined topics structure and shorten your meetings
- ◆ More efficiency, as relevant data is directly available in the meeting minutes (e.g. charts, audit results and much more)
- ◆ No laborious notes necessary any longer, as all meeting results are documented during the meeting in the meeting minutes
- ◆ Meeting minutes and tasks are centrally managed in Cosmino®. As a result, they are accessible to every authorized employee
- ◆ All participants are motivated to actively take part, as achieved successes are discussed and can be transparently comprehended



*The Cosmino® user is guided step by step through all work steps of the improvement process.*

*As the workflow is defined, training and familiarization effort is minimal, and operating errors are largely excluded.*

*Learn, how Cosmino® supports you step by step: [www.cosmino.com](http://www.cosmino.com)*

## 2

## MEETING PREPARATION

### Preparing Meeting Templates and Defining Agenda Points

Already during meeting preparation, Cosmino® MeetingManager handles much of your workload for you:

You can directly use one of our field-tested templates with typical meeting contents. If needed, you can adjust the template as you wish.

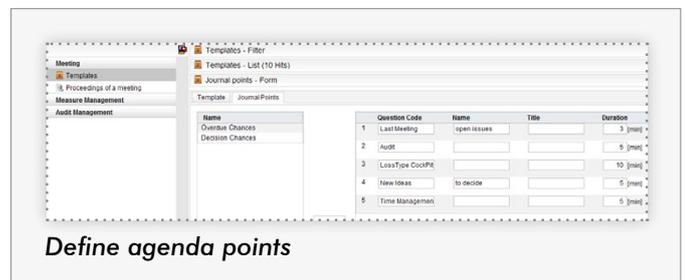
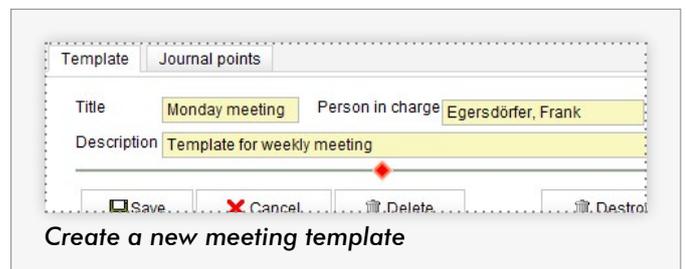
Meeting templates have a purposefully non-bureaucratic layout. Simply select a title, description, and a person responsible in the first step.

In order to design your meeting as efficiently as possible, in the second step define a separate agenda point for every meeting topic. Decide, which topics you would like to discuss, for how long and in which order.

Especially practical: if desired, you can directly link a topic to the relevant information (e.g. key metrics, charts, evaluations, image and text files, etc.). You can access important data directly from the meeting minutes.

### Your Cosmino® MeetingManager Advantages

- ◆ Streamlining of your meeting through content and sequence standardization
- ◆ Order and discussion time can be individually defined for every topic and/or every agenda point
- ◆ Necessary data can be easily accessed by simply linking it to the meeting
- ◆ The agenda points define your agenda and function as your meeting minutes at the same time



## 3

## MEETING EXECUTION

### Moderation and Documentation

Cosmino® MeetingManager guides you step by step through all tasks occurring within the framework of your meeting.

#### Meeting Moderation

The moderator monitors all agenda points and their corresponding time budgets – this significantly facilitates meeting execution within the planned time frame.

The displayed meeting timer is similar to a stopwatch and indicates the time frame remaining for every agenda point.

#### Meeting Documentation

Meeting minutes comprehensively and systematically document your meeting.

They contain all relevant information – from participants, via notes, to final remarks. As the meeting minutes are completed during the meeting, it focuses the participants on solution finding.

Beyond that, you can directly link meeting minutes to tasks and evaluations, such as loss types. Currently, Cosmino® MeetingManager is the only solution on the market, which offers this function and thus makes your meetings highly efficient!

Meeting minutes are centrally stored and are accessible to authorized employee.

The screenshot displays the MeetingManager interface. At the top, a 'Loss Type' table is visible, listing various categories and their associated values. Below this, the meeting details are shown, including the title 'Monday Meeting', participants 'F. Egersdöfer, S. Misselwitz', and a meeting timer set to 05:33. The meeting agenda is divided into five sections: 1. Last Meeting, 2. Audit, 3. Loss Type Cockpit, 4. New Ideas, and 5. Review Chances. A stopwatch icon is positioned to the right of the agenda items.

Loss Type	Value
Other Activity	0.028
Machine failure / unopt. repair	0.021
Cleaning	0.002
Material shortage	0.002
Supply problem	0.001
Process problem	0.001
Failure noticed while practicing	0.001

Meeting minutes and linked loss types (above)

### Your Cosmino® MeetingManager Advantages

- ◆ Minimum training effort, as meeting minutes guide you with moderation support through the meeting
- ◆ The meeting timer supports you with optical signals in handling the agenda points within the specified time frame
- ◆ Transparent meeting results: all meeting minutes are centrally archived. The meeting minutes of the last meeting can be called up with a simple mouse click
- ◆ Time saving as the meeting minutes are automatically distributed via e-mail to the participants

## 4

## MEASURE MANAGEMENT

### Speed Measures and Improvement Orders

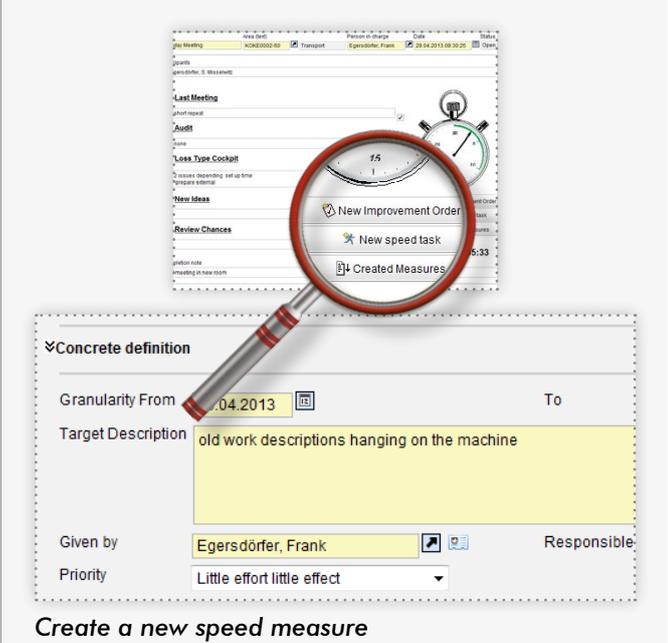
The moderator can create improvement measures during the meeting directly in the meeting minutes. "Speed measures" are improvements, which can be immediately implemented without any administrative effort. In contrast, more complex tasks – with several parties involved – are created as detailed "improvement orders".

Extensive improvement measures pass through the complete PDCA cycle ("Plan- Do-Check-Act") and are controlled by the Cosmino® ImproveManager module.

#### Your Cosmino® Advantages

- ◆ Tasks and measures can be directly assigned to a meeting participant
- ◆ Measures can be directly assigned to a certain area or workstation
- ◆ Improvement measures are systematically processed step by step (analysis, decision, execution, documentation)
- ◆ Linked measures and data are provided in real time, the status of every improvement measure is for example available via a mouse click
- ◆ Lengthy discussions are avoided, as decisions, actions, and progress can be directly defined
- ◆ Already created improvement orders can be opened directly from the meeting minutes

*Further information can be found in the Cosmino® ImproveManager brochure*



**Concrete definition**

Granularity From: 26.04.2013 To: \_\_\_\_\_

Target Description: old work descriptions hanging on the machine

Given by: Egersdörfer, Frank Responsible: \_\_\_\_\_

Priority: Little effort little effect

**Create a new speed measure**

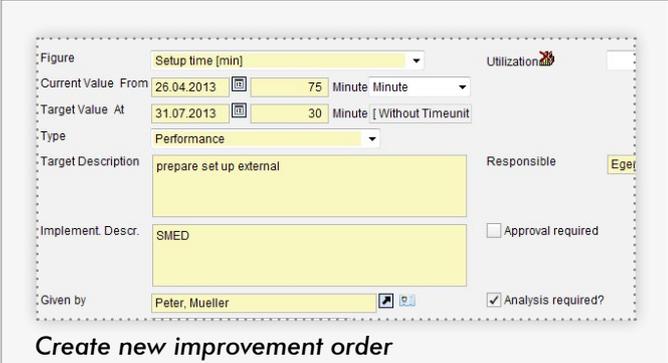


Figure: Setup time [min] Utilization: \_\_\_\_\_

Current Value From: 26.04.2013 75 Minute Minute

Target Value At: 31.07.2013 30 Minute Without Timeunit

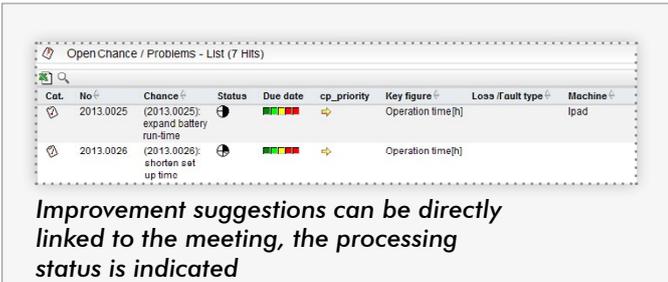
Type: Performance

Target Description: prepare set up external Responsible: Ege

Implement. Descr.: SMED Approval required: \_\_\_\_\_

Given by: Peter, Mueller Analysis required?:

**Create new improvement order**



Open Chance / Problems - List (7 Hits)

Cat.	No.	Chance	Status	Due date	cp_priority	Key figure	Loss / Fault type	Machine
2013.0025	(2013.0025):	expand battery run-time	<span style="color: green;">●</span>			Operation time[h]		Ipac
2013.0026	(2013.0026):	shorten set up time	<span style="color: red;">●</span>			Operation time[h]		

**Improvement suggestions can be directly linked to the meeting, the processing status is indicated**

**5**

## INTEGRATION INTO THE COSMINO® MESplus

COSMINO AG supports you in getting the full potential of your manufacturing and achieving the best results:

- ◆ More output
- ◆ Better quality
- ◆ Increased reliability
- ◆ Reduced costs
- ◆ Full transparency

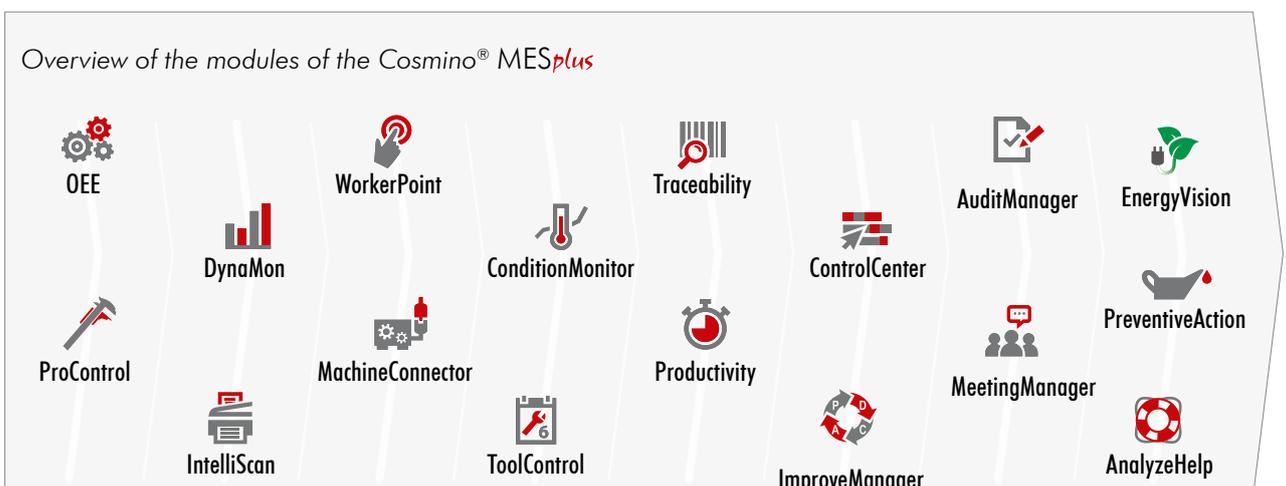
Our software belongs to the field of Manufacturing Execution Systems (MES) and can therefore be your navigator on the path to Industry 4.0 (Integrated Industry).

Thanks to more than 26 years of project experience, we can count global companies like BMW AG, Daimler AG and Continental AG among our clients today.

Thanks to its modular, standardized architecture, Cosmino® MESplus offers particularly medium-sized companies from various industries important support in the optimization of their processes and products.

### Your Cosmino® MESplus Advantages

- ◆ Focus on people (their knowledge will be developed and used)
- ◆ Causes instead of symptoms for downtimes (by integrating the employee's knowledge)
- ◆ Reporting system oriented on measures (award-winning, fully automated and easily understood)
- ◆ Integrated improvement management system (measures are linked to metrics)
- ◆ Quick start (*express*) is possible (automate data from paper forms; get digital data by scanning)
- ◆ Award-winning Online Data Acquisition Dialog (acquires data and displays information)



COSMINO AG has specialized  
in consulting, software development and service  
in the fields of Manufacturing Execution Systems (MES) and  
continuous improvement processes since 1988.



COSMINO AG supports industrial companies of any size achieve full potential of their manufacturing systems and shows how the best possible result can be achieved using the existing resources. From data acquisition to improvement management, the potential of all employees will be brought to bear.

Have we awakened your interest?  
Our sales team is looking forward  
to making contact with you!

**COSMINO AG**

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