

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One-Touch Automation	Production Meeting	1/15/25	V1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Weekly			
Process Description			
Outline the weekly production meeting and how it shall be structured.			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
Production Meeting Staff	Production Meeting Staff	Scheduled weekly Meeting	
		Monday.com project board	
		Monday.com service board	
What are the sequential steps?			
Step Description		Who is Responsible?	
Guidelines of Production Meeting			
The Production meeting should be structured similar to an EOS IDS meeting (Identify, Discuss, Solve).		Meeting Participants	
The Production meeting should not be a review session for project specifics that do not apply to the group, unless they lead to a question or issue that requires discussion/answering.		Meeting Participants	
Be prepared with questions, issues or topics that require discussion ahead of time.		Meeting Participants	
Prepared Information for Meeting			
Know assigned project phases (if applicable)		Meeting Participants	
Provide estimated timeline for completion of current phase		Meeting Participants	
Progress payment milestones		Meeting Participants	
Additional resources required for completion		Meeting Participants	
Specific questions for other participants		Meeting Participants	
Issues that require assistance in resolving		Meeting Participants	
Scheduling needs that requires modifying the current or future confirmed appointments		Meeting Participants	
Production Agenda			
1. Individual topics/questions		Meeting Participants	
2. Review Service		Meeting Participants	
3. Review Projects		Meeting Participants	
4. Individual topics/questions		Meeting Participants	
5. Conclude		Meeting Participants	
What are the outputs [Defined Standards of Completion or Deliverables]			
Completion of the meeting each week, on-time or concluding early. (Unless circumstances require additional discussion for the entire			

Who does the process transfer to next?		
Name	Department or Function	Milestone
N/A	N/A	N/A