

## Innovation Analysis and Implementation Plan

**Date:** February 28, 2024

**Time:** 10:00 AM

**Location:** Lion Boardroom

**Attendees:**

- Themba Zwane
- Philasande Bhani
- Nelisiwe Sibiyi
- David Bush
- Chloe Sanns
- Patric Jones

**Agenda:**

1. Presentation of findings from the innovation analysis.
2. Discussion on areas for improvement.
3. Brainstorming session on implementation strategies.
4. Roles and responsibilities in driving innovation within the unit.

**Minutes:**

**1. Presentation of Findings:**

- Philasande Bhani presented the findings of the innovation analysis, highlighting areas for improvement such as limited open communication channels and the absence of a reward system.
- The team acknowledged the need for change and expressed willingness to participate in the implementation process.

**2. Discussion on Areas for Improvement:**

- Team members provided additional insights into the current challenges faced in fostering innovation within the unit.
- Ideas were exchanged on how to enhance openness, creativity, and risk-taking among employees.

**3. Brainstorming Session on Implementation Strategies:**

- The team brainstormed various strategies to implement the recommended changes, including organizing training sessions, establishing feedback mechanisms, and creating recognition programs.
- Each idea was evaluated based on feasibility and potential impact.

**4. Roles and Responsibilities:**

- Roles and responsibilities for driving innovation within the unit were discussed.
- It was decided that each team member would take ownership of specific action items and contribute to the overall success of the implementation plan.

**Action Items:**

- Philasande Bhani: To finalize the implementation plan and communicate it to the team.
- Nelisiwe Sibiya: To research best practices for fostering innovation in similar organizations.
- David Bush: To prepare a proposal for the establishment of a reward system.
- Chloe Sanns: To schedule the first training session on innovation techniques.
- Patric Jones: To assist in gathering feedback from team members.

**Next Steps:**

- The team agreed to reconvene in two weeks to review progress and address any challenges encountered during the implementation process.

**Meeting Adjourned: 11:30 AM**