



whiteboard  
by CYZAG



# Missing momentum in manufacturing teams?

Let's get back to basics of **Daily Huddles**



## The need

Do you want to ensure that agreed targets are met in manufacturing? Or to keep improvement momentum, avoiding some backsliding following recent success?

Daily huddles establish a regular communication cadence to keep clarity and focus for the team. It also provides a daily opportunity to identify opportunities and remove blockers.

Let's dive into how to make Daily Huddles more effective and efficient.



## 1. Why do Daily Huddles matter?

- Track progress toward goals and metrics.
- Provide clarity and focus for the day.
- Reduce unnecessary and ineffective communication over the phone, emails and messages.
- Ensure continuous improvement work is kept every day.
- Identify and remove blockers, avoiding wasting time and energy.
- Creates accountability for team members and increases collaboration.

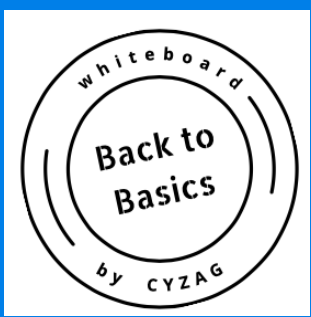


## 2. What are Daily Huddles?

A daily huddle is a stand-up meeting with a 5-15 minutes duration to discuss the status of operations, plan for the day, and progress on problem-solving efforts to address issues.

Typically, the team gathers around a visual management board to follow up on status and actions.

The problem-solving status is crucial to keep continuous improvement work going.



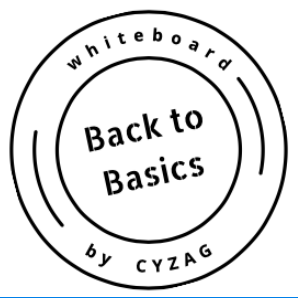
### 3. Who does attend Daily Huddles?

Every team in an organisation can do daily huddles, guaranteeing alignment and consistence throughout the company.

The team members + team leader attend the daily huddles, but visitors and co-workers are welcome.

Everyone in the team should be able to conduct the meeting.

In manufacturing, frontline employees will be in only one daily huddle, and anyone in management will be in two: one with their direct reports and one with their peers and leader.

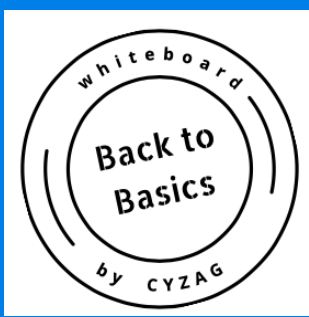


## 4. When do Daily Huddles happen?

Usually, it happens at the beginning of every shift (for shift workers) or the beginning of every day (for daily workers).

But this is not a rule. You can choose whatever time best fits the rhythm and routine of your teams.

Make sure you always start the meeting on time, whether everyone is present or not.



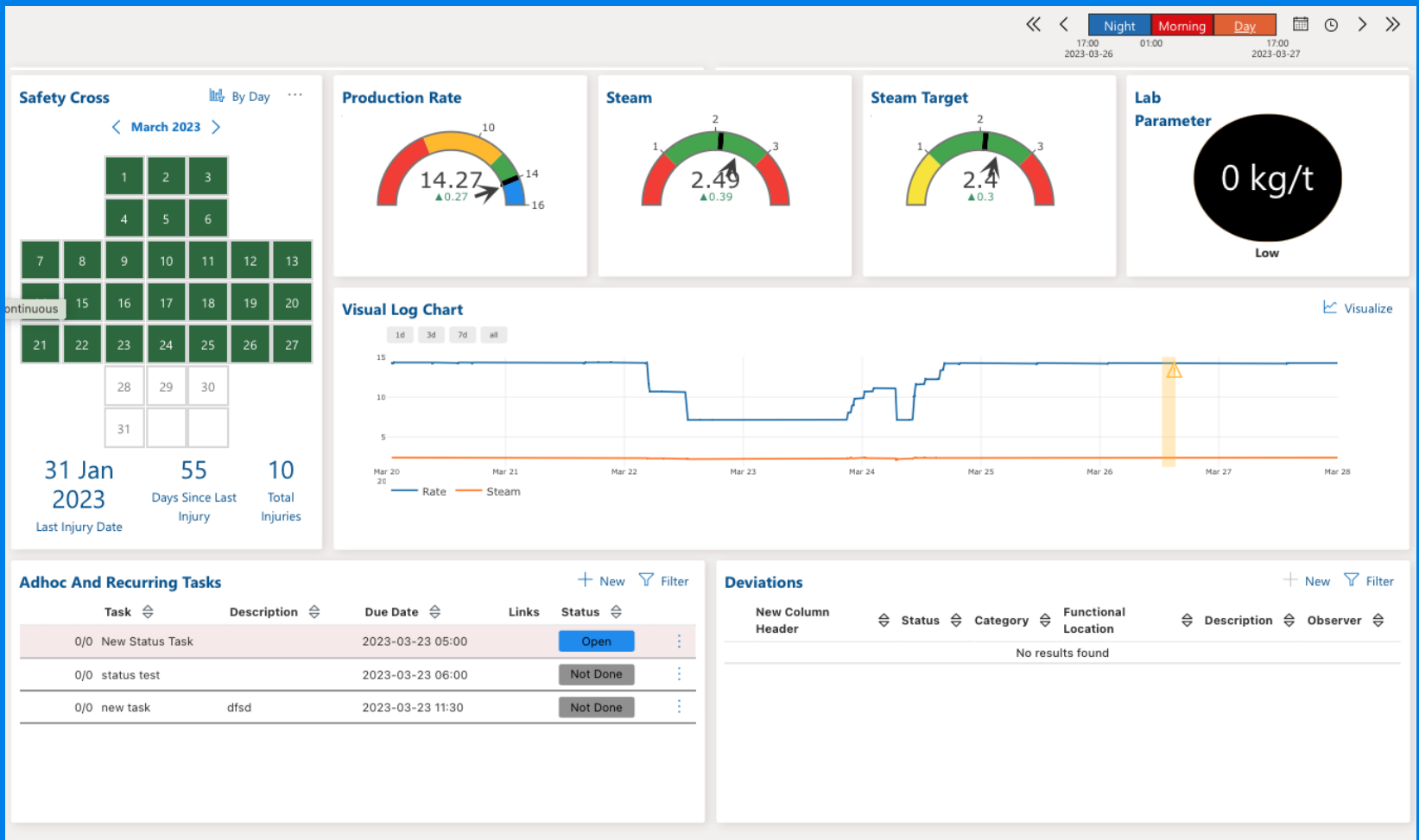
## 5. Typical Daily Huddles Agenda

Based on the visual board information, the team:

- Review the previous period's performance (shift/day) based on selected KPIs.
- Identify deviations from expected performance.
- For each deviation, propose an action using the standard problem-solving method.
- Check the status of actions from the previous day, identifying barriers to be addressed.
- Discuss the plan for the day.
- Identify any new improvement ideas.

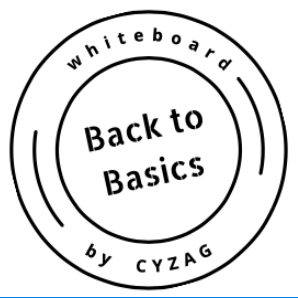


## 6. A Daily Huddle Visual Board



This board belongs to a production operators working in a chemical manufacturing plant.





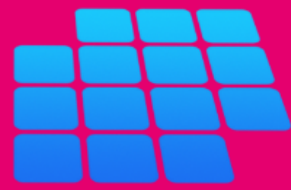
## Tips

Have all the metrics up-to-date before the meeting starts.

Ensure all the actions are listed and available for the responsible people.

Keep meeting short, focusing on the agreed agenda . Schedule separate meetings for problem solving.

Use a digital tool like Cyzag Whiteboard to make huddles more effective and efficient as data is presented automatically and forms a single source of truth for all stakeholders.



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Do you want a single tool to make your daily huddles easy, efficient and accessible?

Book a demo with us today to see how.