

Group Discussion 1
Let's share it with everyone!
Daily work and improvement plans

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Issue and Solution (1)

- Issue

- Since I have a lot of work, I am confused as to which work to start.

- Solution

- It was solved by "Moscow method" prioritization.
 - Priority: (high) Must > Should > Could > Won't (low)

- Opinions

- There is also a way to decide on the deadline.
- Postponed issues may not end indefinitely.
- Author of Draemon said "Don't do now what you can do tomorrow".

Issue and Solution (2)

- Issue
 - There is an LGR that needs to be replaced in the main shutter, it is necessary to deal with limited materials at a narrow place.
- Solutions
 - I can not solve it, I am in trouble.
- Opinions
 - How about renewing the main shutter?
 - How about trying to respond by jacking up?

Issue and Solution (3)

- Issue
 - When unexpected job occurred, how should we respond? Budget and people will decrease but work will increase.
- Solutions
 - Automate by PC or macro, or increase people.

Issue and Solution (4)

- Issue
 - I would like to share computer usage status and system operation information within the group.
- Solution
 - Introducing a system to share information on the server.
- Opinions
 - How about using a wiki page?
 - Wiki sometimes makes it difficult to organize information.
 - Face to face is the best, but time is limited.
 - Use the issue tracker. How about JIRA?
 - Sometimes the license is limited.
 - Redmine is licensed free.

Issue and Solution (5)

- Issue
 - I would like to know the number of articles written by users, who is using a shared use computer, but I'm in trouble because I can not get usage information from users.
- Solution
 - There is an option to ask all user.
- Opinions
 - Can you track it according to usage history?

Issue and Solution (6)

- Issue
 - In the ordering work of parts, forget the mail of "ordered" or specify a destination "to Mitaka"
- Solution
 - No matter how busy I do as a series of work
- Opinions
 - It is important to not make it your own information
 - Create a checklist that lists a series of flows
 - Make an accounting system and always place orders via it
 - Automate what everyone does the same work
 - Use tools such as Cybozu and JIRA

Issue and Solution (7)

- Issue
 - Share daily remedial measures
- Solution
 - Write improvement measures in the weekly report shared in the team every week
- Opinion
 - E-mail sharing with Subaru (Daily, Weekly)
 - Sharing by e-mail can only be seen by a limited number of people, so it is better to use Wiki etc.
 - Once you create a Wiki page format, you can copy it next time so convenient
 - I am doing Subaru, but at the same time it is up to wiki

Issue and Solution (8)

- Issue
 - What to buy a gift for my fiancée for Christmas
- Solution
 - Search by airport
- Opinion
 - It is better to have a store in Kurashiki introduced

Issue and Solution (everyone)

- Issue
 - How to avoid human errors.
- Solution
 - Share information.
 - Use checklist to be able to remind.
 - Use some system to send reminder mail.
 - Paste Post-it on the display.
 - Morning briefing.