

Minutes – Lean Production

Conference call

Thursday, October 14, 2004
1:00pm – 2:00pm Eastern Time

Rick Boyd, Clayton Homes, **Project Chair**

Ed Bryant, Champion Entreprises

Randy Cosby, R-Anell Housing

Jordan Dentz, MHRA

Emanuel Levy, MHRA

Michael Mullens, University of
Central Florida

Alan Sheaffer, Fleetwood
Enterprises

Meeting Minutes

A conference call was held to discuss progress on the development of the Lean Production benchmarking survey.

I. Benchmarking survey

It was suggested that a spreadsheet containing the survey questions and spaces for the answers to be filled in for each plant, be created for distribution to the corporate headquarters of the manufacturing companies. Some manufacturers will provide some or most of the survey at the corporate office, requesting the remaining data from individual plants as necessary. The corporate offices will provide the completed spreadsheets to MHRA.

All the participating companies will receive a cover letter emphasizing the fact that all data will be kept strictly confidential. Any proprietary data provided will be held at MHRA and provided to UCF on a must see basis (UCF has executed a Confidentiality Agreement with MHRA further protecting the security of the data). The data will not be shared with others including project Steering Committee members.

The participants in the call reviewed each question in the survey and made suggestions for modifications, deletions and additions. It was decided that a revised draft of the survey questions be distributed to the committee via email.

II. Next steps

- A. Mullens will revise the survey questions based on the conference call. MHRA will review and distribute the revised list for review and comment by the Committee.
- B. A conference call with a subset of the Committee will be held to discuss enlisting the participation of additional manufacturers.
- C. Subsequent to the call, Chairman Boyd asked that Palm Harbor Homes (Woody Bell or Bert Kessler) be added to the project Steering Committee.