V. Action Items

Item		Action item	Resp.	Due
A1.	Symbols difference	ST - Create cross reference list	Bob	6/19
		LT - Standardize	Tom/Eng	Aug.
A2.	Translations errors	ST – TMM to translate	TMM	July 31
		LT – Create dictionary for vendors	Bob	July 31
A3.	Undocumented circuits	ST – Download circuits	TMM	July 15
		LT – Inspect prior to handover	TMM	Immediate
B1.	Disorganized store	Separate items and 5S store	TMM	July 8
B2.	17 types of LS	Standardized and reduce types	Tom/Eng	July 31
B3.	Wrong types ordered	Eliminate manual re-entry	Bob	Aug 15