

Minutes of Meeting

Date: 4 December 2018

Time: 10:30 AM - 1:00 PM

Location: SMSA UAE HO Meeting Room, Al Fattan Plaza

Attendees	
Name	Department
Yasser Zahreddine	MGT
Yathiraj Kotian/Muriel	HRD
Mohammed Suhail	ITD
Anushka Kannangara	IBU
Dilhan Dastakeer Mohamed	OPS
Justin Kuriakose	RFN
Lalit Singhi	FIN
Shaji George	SLS
Muhammad Imran	CSD/RTL
Amir Mostafa	SLS

Matters & Agenda Discussed for Compliance Review			
Responsible Person	Matters & Agenda	Status	Deadline
Yasser Zahreddine	Introduction of Plans for 2019	Closed	N/A
SLS, OPS, JAFZA	Department Dashboards Presentation	Closed	N/A
CSD/RTL, ITD, FIN, HRD	Unpresented Department Dashboards	Open	18-Dec-18

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	Welcome Lalit Singhi	Yasser Zahreddine	Welcomed new Finance Manager to his first Management Meeting.	Closed	N/A
2	Management Meeting Schedule	Yasser Zahreddine	Next Management Meetings will be held on the 3rd week of every month, starting on 18th December 2018.	Closed	N/A
3	Introduction Plans for 2019	Yasser Zahreddine	The plan for next year (2019) will focus on product diversification and people evaluation. Main focus will be on the launch of domestic service, with the leads coming from Operations to make sure that every project/task is on target and Finance to work with every Department to make sure that every issue is resolved on priority. We will also	Closed	

			develop our brand positioning and focus on our frontline Customer Service.		
	HR		Next year, HR will focus on alignment for Government-related tasks and Training, Evaluation & Development of People (make sure that there is a "Senior" in every Dept.). There will be changes in the new people's income to compete with the current market.		
	All		Every Department to generate "short-term" plans/goals monthly to make sure everyone is moving forward.		
	Freight		There will be big plans for freight next year. We will make sure to manage our Gateway and to maintain proper authorization to make sure that our basic needs are covered to keep operating.		
4	Department Dashboard Presentations	Shaji, Dilhan, & Justin	The 3 Department Heads have presented their dashboards, in terms of activities, achievements, KPIs, and projects. Dilhan has given an overview of the new warehouse facility.	Closed	N/A
		Mohammed Suhail	IT will work with Operations in preparation of the new facility to make sure that proper systems are functioning (SMS-UTL, systems, etc.) before Operations starts on the new warehouse.		
5		Imran, Suhail, Lalit, & Yathiraj	To prepare and present Department Dashboards next Management Meeting	Open	18-Dec-18