

Minutes of Meeting

Date: 16th January 2019

Time: 12:00 PM - 3:00 PM

Location: SMSA UAE HO Meeting Room, Al Fattan Plaza

Attendees	
Name	Department
Yasser Zahreddine	MGT
Shaji George	SLS
Muhammad Imran	CSD/RTL
Justin Kuriakose	SFD
Lalit Singh	FIN
Anushka Kannangara	IBU
Dilhan Dastakeer	OPS

Matters & Agenda Discussed for Compliance Review			
Responsible Person	Matters & Agenda	Status	Deadline
Yasser Zahreddine	STRAT Meeting	Closed	
Yasser Zahreddine	Plans/Goals 2019	Closed	
Yasser Zahreddine	Wheel 2018 - 2019	Closed	
Yasser Zahreddine	AOP 2019 / Staff Survey Results	Closed	
Anushka Kannangara	Operations Dashboard	Closed	

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	Brief Introduction of the STRAT Meeting	Yasser Zahreddine	Gave intro to 2018 performance review, and discussed plans/goals of Management for 2019	Closed	N/A
2	Wheel 2018 - 2019	Yasser Zahreddine	Discussed summary of Wheel as of November 2018. 2019 Wheel remains the same with slight changes on the targets and plans. New wheel planning/amendments to be discussed with Mohammad Bhaiyat, on his visit.	Closed	N/A
3	AOP 2019	Yasser Zahreddine	Annual Operating Plan for 2019, discussed and is under review for further approval with Senior Management KSA. AOP links with the Budget approval for 2019.	Closed	N/A
4	Staff Survey 2018 Result	Yasser Zahreddine	Discussed and reviewed results. Improvement	Closed	N/A

			plan to be discussed on next MGT meeting.		
5	Operations Dashboard	Anushka Kannangara	Operations Service Levels presented and discussed for further review.	Closed	N/A
6	Management Meeting Schedule	Yasser Zahreddine	Management Meeting to be conducted on the 3rd week of every month.	Closed	N/A