

## Minutes of Meeting

**Date:** 1 Oct 2017

**Time:** 1000-1230

**Location:** Conference Room, Umm Ramool, Dubai

### Attendees

Name	Department
Shaji George	MGT
Sohail Babar	SLS
Anushka Kannangara	OPS
Mohammed Suhail	IT
Muriel Jullado	IBU
Yathiraj Kotian	HRA
Sarita Choudhari	CS
Nizam Uddin Azher Syed	FIN

### Matters & Agenda Discussed for Compliance Review

Responsible Person	Matters & Agenda	Status	Deadline
Shaji George	Audit Report (Internal Audit Sep '17)	Closed	1-Oct-17
All	Weekly Reports	Closed	1-Oct-17
All	Reminders as per last meeting's discussion	Open	According to agreed dates
Yathiraj Kotian	Licensing Requirement for new Head Office	Open	5-Oct-17
Yathiraj/Suhail	Facility and IT Equipments AMS	Open	5-Oct-17

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	Audit Report (Internal Audit Sep '17)	Shaji George	Discussed that a 6-page report of the GAPs pointed out during the internal audit has been forwarded to him. Corrective actions and deadlines to be set for the GAPs (45 days)	Closed	1-Oct-17
2	Weekly Reports	All	Weekly Reports were discussed and agreed to, that it will be submitted every Sunday and to ensure that they are submitted on time. Muriel and Anushka to monitor and update reports timeline sheet on weekly basis.	Closed	1-Oct-17
3	Reminders as per last meeting's discussion (activity from last MOM)	Anushka/Muriel	Review and finalize JDs for TP staff	Open	5-Oct-17

4	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Nizam	Submit list of all OOB Recruitments to Shaji, as per previously discussed with Kamath	Open	5-Oct-17
5	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Anushka	To review, finalize, and upload in GUIDE the SLA for TP vendors	Open	5-Oct-17
6	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Suhail	Escalate procurement of Android trackers and update Shaji within EOBD today	Open	5-Oct-17
7	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Yathiraj/Anushka	To finalize requirement of TP truck (grills, locks, tags, and branding) and update Shaji as per agreed deadline	Open	5-Oct-17
8	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Sohail Babar	Retail policy and JD of Retail Executive to be reviewed, updated and finalized by Sohail Babar as per agreed deadline	Open	5-Oct-17
9	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Sohail Babar	Retail policy and JD of Retail Executive to be reviewed, updated and finalized by Sohail Babar as per agreed deadline	Open	5-Oct-17
10	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Sohail Babar	Retail policy and JD of Retail Executive to be reviewed, updated and finalized by Sohail Babar as per agreed deadline	Open	5-Oct-17
11	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Sohail/Yathiraj/Anushka	Furniture to be used for retail (DM/AUH), to speak to Motaz from HO Marketing today and update Shaji by EOBD today	Open	5-Oct-17
12	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Nizam	Payment for signboard in Dragon Mart RSC to be followed up by Nizam today from HO Finance. Payments for AMCs for facility, fire alarms, and fire system equipment to be included.	Open	5-Oct-17
13	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Sohail Babar	To follow up today with purchasing regarding allocation of vendor for Dragon Mart campaign brochures	Open	5-Oct-17
14	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Yathiraj	To send an email to Kamath/Shaji regarding impact of finance reports to SMSA UAE's Empost License, Kamath to provide implications	Open	5-Oct-17

15	<b>Reminders as per last meeting's discussion (activity from last MOM)</b>	Nizam	Profiling and finalizing law firm for debt collection, update Shaji as per agreed deadline.	Open	5-Oct-17
16	<b>Licensing Requirement for New HO</b>	Yathiraj Kotian	update Shaji on the licensing requirement of the new head office and Umm Ramool warehouse Dubai Municipality requirements	Open	5-Oct-17
17	<b>Facility and IT Equipments AMCs</b>	Yathiraj/Suhail	To profile vendors to be used for facility and IT equipments maintenance and management for all SMSA UAE Offices. AMCs to be discussed.	Open	5-Oct-17