

## MINUTES OF MEETING

DATE: 9th January 2017

**TIMINGS: 10:15 - 12:00**

LOCATION : Conference Room, Dubai, UAE

No.:	Summary of Discussion / Action Plan	Responsible Person	Action Taken	Status	Deadline
1	Employee of the Year 2016 - mass nomination by staff and five major criterias from Bravo Zulu considered by the Managers for selecting a nominee	All Managers	Memorandum sent to HO Corp for implementation	Closed	9-Jan-17
2	Staff Team Building Event - date and place set for the event, activities/games to be conducted currently in discussion, approvals for certificates and prizes to be given to staff sent to Mohannad	All Managers	Activities for staff event will be planned once approval is obtained from Corp.	Closed	9-Jan-17
3	Weekly Report	Shaji, John, Kamath	Weekly report to display personal task for the week. Revised Weekly report for 5th Jan 2017 to be submitted	Open	9-Jan-17
4	Pending Activities	John	- Monthly Report for Courier Performance to be sent	Open	9-Jan-17
		John	- Process for Seko Logistics to be submitted	Open	9-Jan-17
		John	- Pipeline AUH office for station (place, license, budget) and submit plan	Open	31-Jan-17
		John	- Activity list at DAFZA Shed and other licenses report	Open	19-Jan-17
		Shaji	- Sharjah and Dragon Mart Setup	Open	28-Feb-17
		All Managers	- Review all pending activities for 2016	Open	10-Jan-17
		John	- Operation process for COD & NCOD E-Commerce Delivery including SECOM Implementation	Open	31-Jan-17
		All Managers	- GAP Analysis and Closure to be completed and discussed	Open	16-Jan-17
5	Update on CS Department - approved	Shaji	1 Frontline & 1 Key Account implementation will start. Will start HR process.	Closed	9-Jan-17