

Minutes of Meeting

Date: 10 Sep 2017

Time: 1000-1200

Location: Conference Room, Umm Ramool, Dubai

Attendees

| Name | Department |
|--------------------|------------|
| Shaji George | MGT |
| Paramananda Kamath | Finance |
| Sohail Babar | Sales |
| Anushka Kannangara | Operations |
| Mohammed Suhail | IT |
| Yathiraj Kotian | HRA |
| Sarita Choudhari | CS |
| Muriel Jullado | IBU |
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Matters & Agenda Discussed for Compliance Review

| Responsible Person | Matters & Agenda | Status | Deadline |
|--------------------|------------------------------|-----------|-----------|
| All | Weekly Reporting Discussion | Completed | 10-Sep-17 |
| All | Timebound Reports Discussion | Completed | 10-Sep-17 |
| All | Reminders/Updates | Completed | 10-Sep-17 |
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| SN. | Summary of Discussion | Responsible Person | Action Taken | Status | Deadline |
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| 1 | Weekly Reporting Discussion | All | Discussed weekly reports submitted by the following Departments (SLS, OPS, HRA, IT, FIN). Updates on activities based on projects (Wheel) were discussed. | Completed | 10-Sep-17 |
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| 2 | Timebound Report Discussion | All | A list of all necessary reports, due date of submission and responsible persons were discussed. All concerned persons committed to deadlines given. | Completed | 10-Sep-17 |
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| 3 | Reminders/Updates | HRA, IT, FIN, OPS | Weekly management report to be redone and resubmitted before EOBD today. | Overdue | 10-Sep-17 |
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| | | Yathiraj Kotian | All general office incidents minor/major has to be reported to Shaji. | Closed | 10-Sep-17 |
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| | Anushka Kannangara | JDs of TP staff (Driver/Handler) to be reviewed by Anushka and to be discussed with Muriel | Overdue | 10-Sep-17 |
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| | Paramananda Kamath | To send list of planned OOB recruitment to Shaji | Overdue | 10-Sep-17 |
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| | Anushka Kannangara | Process for Shipment Handling and Delivery of TP to be reviewed and completed as per agreed timeline | Open | 25-Sep-17 |
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| | Mohammed Suhail | To follow up on the Android trackers and to update Shaji of the status | Overdue | 10-Sep-17 |
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| | Sohail Babar | Retail policies to be printed out and to be reviewed and discussed with Shaji | Open | 25-Sep-17 |
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| | Anushka/Yathiraj | Requirement for specification on TP trucks to be reviewed and to be checked with the Government if it is aligned with the standards | Open | 25-Sep-17 |
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| | Sohail Babar | To review and follow up with Marketing regarding all standard furniture to be used for Dragon Mart and to update Shaji before EOBD | Overdue | 10-Sep-17 |
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| | Sohail/Kamath | Dragonmart opening is pending for the past two weeks because of the signboard to follow up on HO and update Shaji before EOBD | Overdue | 10-Sep-17 |
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| | Sohail/Kamath | To request for Dragonmart campaign brochures to Mr. Kamath to put it on the ERP and update Shaji by EOBD | Overdue | 10-Sep-17 |
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| | Paramananda Kamath | To put an email stating the impact of Finance reports on SMSA's Empost license, a report of the backlog of JAFZA billing, and to follow up on the law firm for debt collection services. | Open | 25-Sep-17 |
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| | Mohammed Suhail | All IT activities regarding projects of SMSA as a whole to be included in the weekly report. Report to be revised and re-submitted to Muriel EOBD today. | Overdue | 10-Sep-17 |
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