

Minutes of Meeting

Date: 13 Aug 2017

Time: 1000-1130

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

Matters & Agenda Discussed for Compliance Review

Responsible Person	Matters & Agenda	Status	Deadline
All	Bi-Weekly Meeting	Closed	13-Aug-17
All	Weekly Department Reporting	Closed	13-Aug-17

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	Bi-Weekly Meeting	All	Management meeting to be held fortnightly where in a representative from each department will be present to participate in discussions pertaining to factors that affect the business.	Closed	13-Aug-17
2	Weekly Department Reporting	All	To compile a document to be discussed on every management meetings. A complete report of departmental activities based on the wheel, achievements and progress in the weekly activities, risk identification analysis, and assessment, SWOT, and	Closed	13-Aug-17

			interested parties shall be prepared by		
			every representative from each department.		
			Incidences and recommendations shall also		
			be reported corresponding to a corrective		
			and preventive action plan. The reporting		
			will be focusing mostly on the challenges		
			faced during the audit.		
*	Escalations	Muriel/Anushka	1. Trousers (uniform) for OPS/TP staff	Open	20-Aug-17
		Muriel	2. Memo for Training approval - scheduled	Open	20-Aug-17
			in October 2017, as per KPI planning		
		Anushka/Yathiraj	3. Abu Dhabi Trade License - check with	Open	No due date
			agent if owner needs to sign the document		
			or POA holder can		
		Muriel	4. To follow up with Edwin regarding	Closed	13-Aug-17
			approvals requested by Shaji		
		Muriel	5. Centralized document sending to KSA	Closed	13-Aug-17