

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 |
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| 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 |
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| 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 |
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| 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 |
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| | | | 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. | | |
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| * | Escalations | Muriel/Anushka | 1. Trousers (uniform) for OPS/TP staff | Open | 20-Aug-17 |
| | | Muriel | 2. Memo for Training approval - scheduled in October 2017, as per KPI planning | Open | 20-Aug-17 |
| | | Anushka/Yathiraj | 3. Abu Dhabi Trade License - check with agent if owner needs to sign the document or POA holder can | Open | No due date |
| | | Muriel | 4. To follow up with Edwin regarding approvals requested by Shaji | Closed | 13-Aug-17 |
| | | Muriel | 5. Centralized document sending to KSA | Closed | 13-Aug-17 |