

Minutes of Meeting

Date: 13 Dec 2017

Time: 1515-1610

Location: Conference Room, Umm Ramool, Dubai

Attendees

Name	Department
Shaji George	MGT
Paramananda Kamath	FIN
Anushka Kannangara	OPS
Mohammed Suhail	ITD
Justin Kuriakose	RFN
Muriel Jullado	IBU
Sohail Babar	SLS

Matters & Agenda Discussed for Compliance Review

Responsible Person	Matters & Agenda	Status	Deadline
All	Audit Result & Re-audit	Closed	13-Dec-17
All	GAPs from Previous Audit	Closed	13-Dec-17
All	SWOT, RISK, Opp. & Interested	Open	15-Jan-18
	Parties Documents		
All	KPIs	Open	15-Jan-18
All	Year-End Appraisals	Open	15-Jan-18
All	AOP 2018	Open	21-Dec-18
Muriel	Yearly Calendar of Tasks	Open	15-Jan-18

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	Audit Result & Re-audit	All	UAE passed the certification for ISO audit 9001:2015. Re-audit to schedule in June 2018	Closed	13-Dec-17
2	GAPs from Previous Audit	All	To revisit GAPs report sent by Edwin from previous audit and to close off those that were verified but kept open by the end of this year. Muriel to facilitate while Shaji & Anushka are on vacation.	Closed	13-Dec-17
3	SWOT, Risk, Opportunity Document & Interested Parties	All	To revisit the following mentioned documents and to assess effectiveness of action taken. It is discussed that review shall be done every 6 months.	Open	15-Jan-18
4	KPIs	All	Departmental and Individual Staff KPI	Open	15-Jan-18

			should have been finished by 15th January 2017. To be sent to Muriel.		
5	Year-End Appraisals	All	To finalize year-end appraisal of all staff and to be sent to Muriel.	Open	15-Jan-18
6	AOP 2018	All	To finalize per Department's AOP for 2018 and to be sent to Muriel for consolidation.	Open	21-Dec-17
7	Yearly Calendar of Tasks for 2018	Muriel	To create and finalize a yearly calendar of tasks for all departments.	Open	15-Jan-18