

## Minutes of Meeting

**Date:** 19 Nov 2017

**Time:** 1000-1130

**Location:** Conference Room, Umm Ramool, Dubai

### Attendees

Name	Department
Shaji George	MGT
Paramananda Kamath	FIN
Anushka Kannangara	OPS
Mohammed Suhail	ITD
Yathiraj Kotian	HRD/ADM
Usha Brigomi	SLS
Justin Kuriakose	RFN
Muriel Jullado	IBU

### Matters & Agenda Discussed for Compliance Review

Responsible Person	Matters & Agenda	Status	Deadline
All	<b>Audit GAPS - Internal Audit</b>	Open	23-Nov-17
	<b>Outcomes 11/12-11/16 2017</b>		
All	<b>Review on last MOM 10/22/17</b>	Open	23-Nov-17

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	<b>Audit GAPS - Internal Audit</b> <b>Outcomes 11/12-11/16 2017</b>	All	<ul style="list-style-type: none"> <li>- Reviewed Internal Audit Outcome Report from Manshoor Ali. Pointed out Responsible Dept./Person to finalize resolution/corrective action for the GAPS initiated.</li> <li>- Sent a spreadsheet of all the opened GAPS to all concerned parties</li> </ul>	Open	23-Nov-17
2	<b>Review on last MOM 10/22/17</b>	All	<ul style="list-style-type: none"> <li>- Review on last MOM was done. Discussed commitment date to finalize all topics/</li> </ul>	Open	23-Nov-17
	<b>*Android Trackers</b>	Mohammed Suhail	<ul style="list-style-type: none"> <li>- Follow up on the procurement and receiving of the new devices</li> </ul>	Open	21-Nov-17
	<b>*Banking POS Machine</b>	Paramananda Kamath	<ul style="list-style-type: none"> <li>- Finalize process, handover, and training of the use of the Banking POC systems</li> </ul>	Open	21-Nov-17

	<b>*Desktop Allocation (Station Agent)</b>	Mohammed Suhail	- Follow up in the procurement of the desktop for new position (Station Agent)	Open	21-Nov-17
	<b>*External Training Calendar</b>	Muriel/Anushka/Justin	- Finalize calendar for Mandatory External Trainings for OPS Staff and other Key Personnels	Open	21-Nov-17
	<b>*Responsibility Person List</b>	Muriel	- Finalize Responsibility Person List for all major tasks (Inventory, Fire Wardens, etc.) in HO, JAFZA, and other locations	Open	21-Nov-17