

## Minutes of Meeting

Date: 27 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
IT/HRA/CS/JAFZA	Pending Weekly Report	Open	27-Aug-17
All	Reminders	Open	On Due
Anushka/Kamath/Sarita	Weekly Report Discussion	Open	27-Aug-17
Mohammed Suhail	IT Activities as per Projects	Closed	27-Aug-17

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	Pending Weekly Report  (Management Reporting)	IT/HRA/CS/JAFZA	Reports not submitted by IT, HRA, CS and  JAFZA. To revise weekly report of Operations  and Sales and submitted today to Muriel  EOBD.	Open	27-Aug-17
2	Reminders	All	<i>Muriel to follow up on the following:</i>  1. Uniforms for Couriers and TP Staff  2. Memo of Training on October 2017  3. To follow up on the upload of submitted  SWOT, Risk, and Interested Parties report  with QRM  <i>Kamath/Yathiraj/Anushka to follow up on:</i>  1. the date to obtain the license for Abu	Open  5-Sep-17  27-Aug-17  27-Aug-17  30-Aug-17	

			Dhabi retail from the service provider		
			<i>Suhail/Kamath/Anushka to follow up on:</i>		
			1. the procurement of Android trackers from		30-Aug-17
			Engr. Hussein and Finance-HO		
			<i>Suhail/Kamath/Sohail to follow up on:</i>		30-Aug-17
			1. the procurement/requisition of all		
			needed equipment, materials and layout		
			interior from Abdulrahim and Finance-HO		
			<i>Yathiraj to discuss with Top-1:</i>		30-Aug-17
			1. Authorized Security personnel for SMSA		
			2. Revise and discuss JD as per Operations		
			standards with Top-1		
			Anushka/Shaji to review:		30-Aug-17
			1. JDs for TP staff		
			2. SLAs for TP		
3	<b>Weekly Report Discussion</b>	Anushka/Kamath/Sarita	Discussed weekly report submitted by		
			Operations, Finance, and Sales. Shaji has	Open	27-Aug-17
			again concluded to break down		
			projects into activities and report what		
			needs to be done for each activity in the		
			proceeding and following week. All reports		
			to be revised and submitted to Muriel		
			today EOBD.		
4	<b>IT Activities as per Projects</b>	Mohammed Suhail	To include IT activities on the weekly	Open	27-Aug-17
			report based on current projects that are:		
			1. New Android trackers for Operations		
			2. All IT installations for Dragon Mart		
			3. JAFZA Connectivity		