

Minutes of Meeting

Date: 29 June 2017

Time: 1100-1200

Location: Dubai, UAE

Attendees

Name	Department
Shaji George	Sales
John D'Cruz	Operations
Paramananda Kamath	Finance
Anushka Kannangara	IBU

Matters & Agenda Discussed for Compliance Review

Responsible Person	Matters & Agenda	Status	Deadline
All Depts.	Preparation for External Audit	Open	4-Jul-17
All Dept. Heads	Individual Staff KPI	Open	4-Jul-17
All Dept. Heads	Departmental Achievements	Closed	29-Jun-17
All Dept. Heads	Mid-yr Evaluation of all Staff	Closed	29-Jun-17
All Depts.	Municipality Approval	Closed	29-Jun-17
All Depts.	AUH Retail Progress Updates	Closed	29-Jun-17

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	Departmental Processes	All Dept. Heads	To review, finalize and provide an update of all Departmental processes (OPS, SLS, CS, FIN, HRA, JAFZA, and IT). Finance to finalize procurement and fleet process. Review Audit Report done by Edwin to close GAPS and observations.	Open	4-Jul-17
2	Asset Tags	Anushka/Muriel	To be finalized before the audit. Admin-KSA confirmed that asset tags are finalized and to be sent today.	Open	4-Jul-17
3	Pest Control	Anushka	To finalize contract with a selected pest control company. Quotation being worked on from 3 companies. Pest control to be	Open	4-Jul-17

			scheduled before the audit.		
4	Fleet Management and Maintenance	John D'Cruz	To be monitored and updated to HR	Closed	29-Jun-17
5	Biometric Attendance	All Departments	Biometric attendance scanning to start for	Open	1-Jul-17
			all staff from 1st of July		
6	Staff KPI	All Dept. Heads	Each department head is to maintain an		
			individual dashboard of their staff to	Open	4-Jul-17
			monitor set KPI. Need to be finalized and		
			submitted.		
7	Growth and Achievements	All Dept. Heads	Achivements within the departments shall	Closed	29-Jun-17
			be discussed on the next meetings to		
			monitor the growth within the company.		
8	Mid-yr Evaluation of all Staff	All Dept. Heads	Evaluation to be conducted by all Dept.	Closed	29-Jun-17
			Heads from 1st-15th July 2017.		
9	Municipality Approval	All Depts.	drawing changes done and discussed with	Closed	29-Jun-17
			Management team		
10	AUH Retail	John D'Cruz	progress and updates regarding the Abu	Closed	29-Jun-17
			Dhabi facility to be sent regularly.		