

MINUTES OF MEETING

DATE: 30 Sep, 2017

TIMINGS: 10.00 Am

LOCATION : Sales Manager Office, Dubai, UAE

ATTENDEES	
Name:	Sales Department
Shaji George	Sales Manager
Sohail Babar	Key Account Executive
Fariz Kungle	Acting TM
Fariz Kungle	

Matters & Agenda Discussed For Compliance Review			
Matters & Agenda	Responsible Person	Status	Deadline Date
KPI's	TM's	Ongoing	
Lost Customers	TM's		10-Oct-17
Down Trading Customers	TM's		10-Oct-17
Product	All Sales	Ongoing	

No.:	Summary of Discussion / Action Plan	Responsible Person	Action Taken	Status	Deadline
1	Reviewed the Trading and Non Trading List for the Territory	Shaji George	Analysis was discussed on each of the territory and reviewed	Completed	
2	Plan to visit and address all the zero revenue accounts	Sohail, Sana & Fariz	Review the report with the FSE and ISE and make a plan to visit all the zero revenue accounts and update the database with reason for	Ongoing	10-Oct-17
3	Plan to review the down trading customers	Sohail, Sana & Fariz	Review the report with the FSE and ISE and make a plan to visit all the down trading customers and update the database with future	Ongoing	10-Oct-17
4	Review the individual KPI's	Sohail, Sana & Fariz	Weekly review of the KPI's and initiate coaching session wherever need to ensure that the FSE / ISE are on top of their targets and	Ongoing	
5	Focus on products (Road and B2B)	Sohail, Sana & Fariz	Product other than e-commerce to be focused and improve revenue split by products. Discussed the health of the territories and the need of diversified product portfolio.	Ongoing	