

Meeting Title/ Name:												
Date: 31-May-2024		Start Time: 10:30 AM		End Time: 12:00 PM		Location: SMSA Dubai Head Office						
Attendees				Agenda								
Name		Topic/ Agenda Item				Presenter		Time				
Yasser Zahreddine	COR	1	B2B Enhance Current Process				Khaled Mohamed	10:00 AM				
Amir Mostafa Ebadda	SLS	2										
Khaled Mohamed	SLS	3										
Colin Coelho	SLS	4										
Mohamed Nabil	SLS	5										
Vidyarani Kunder	SLS	6										
Lalit Singhi	FIN	7										
Justin Kuriakose	OPS	8										
Dilhan Daskateer	OPS	9										
Mohamed Samir	COR	10										
Mir Taqi	CSD	11										
SN.	Action Item		R	A	C	I	Action Taken/ Remarks			Status		
	* UPS Connection						<ul style="list-style-type: none"> <li>* To raise the issue with UPS on AUH shipment connection for import and export directly to AUH instead of SMSA Umm Al Ramool</li> <li>* To evaluate &amp; train Hasib on UPS AWB's, collections and rest of the service for AUH</li> <li>* To work on update on CORE in terms of the shipment expected time of delivery, as it is showing as 3wks which has to be in</li> </ul>					

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1	* AUH Clearance * AUH Retail Executive * CORE-Shipment Updates * UPS Import AWB	Mir Taqi	NA	NA	terms of Days. Also the shipments that are already delivered is shown as "In Transit" * To share the UPS AWB# for the import shipments to the customers that are present in the collection point i.e. apart from UAE those shipments that are collected by the UPS. * Our team needs to collect import shipments from UPS warehouses in Al Quoz and AUH early in the morning for same-day delivery by our SMSA team in Dubai and AUH, without relying on UPS drivers for delivery.	Completed	31-May-24
2	* Collection & Delivery period	Mohamed Samir	NA	NA	* To review & work on the delivery time i.e. from receiving the shipment on Day1 to out for delivery the next day i.e. on Day2	Completed	31-May-24
3	* Document Verification * Agreement Scan-AUH * Non Revenue Samlite-AUH * WWEF * Pricing Desk-Airline	Lalit Singhi	NA	NA	Sehar Sahni * To work on account opening requirements i.e. POA & the signatory Docs to shorten & ease the verification and code allocation process * Contract to be processed by scan for those customers of AUH Only-The team shall share the documents via email followed by the Contact verification, provided the original documents shall be in place within the said date * AUH Non revenue account to be created to move the shipments for AUH until the account code is generated	Completed	31-May-24

Meeting Title/ Name:						
	* Monthly quotation Review				* To create & send a WWEF to the Sales Manager that which will be disseminated to the team on or before June07 * To work on Pricing Desk spot rates & the multiple Airlines that which will support the sales in winning the business * Pricing desk agent to have a monthly meeting with the CGM on the Quotations that are won & Lost.	
4	* DDP / DDU Stickers	Justin Kuriakose	NA	NA	* To make the DDP/DDU stickers that which will be in multiple colors according to the option or service opted and same shall be disseminated to the Gateway team.	Completed 31-May-24

NAME MATRIX	
Name of Initiator	Initials

<b>R</b>	<b>Responsible</b>	People who do the work. Complete the task. Make decisions. Several people can be responsible.
<b>A</b>	<b>Accountable</b>	Person who is the owner of the work. Sign off the task decisions that have been completed. Assign responsibility. This will always be one person "THE BUCK STOPS HERE"
<b>C</b>	<b>Consulted</b>	People who need to give input before the work can be done. People who are in the loop and active participants.
<b>I</b>	<b>Informed</b>	Inform the people who needs to be kept in the picture. Does not contribute directly to the task or decision but need to know the progress.

<b>Not started</b>	0%
<b>On-going</b>	0%
<b>On-hold</b>	0%
<b>Completed</b>	100%