

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		Department		Item	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		Deadline		
	* UPS Connection						* To raise the issue with UPS on AUH shipment connection for import and export directly to AUH instead of SMSA Umm Al Ramool * To evaluate & train Hasib on UPS AWB's, collections and rest of the service for AUH * 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								

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1	<ul style="list-style-type: none"> <li>* AUH Clearance</li> <li>* AUH Retail Executive</li> <li>* CORE-Shipment Updates</li> <li>* UPS Import AWB</li> </ul>	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	<ul style="list-style-type: none"> <li>* Collection &amp; Delivery period</li> </ul>	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	<ul style="list-style-type: none"> <li>* Document Verification</li> <li>* Agreement Scan-AUH</li> <li>* Non Revenue Samlite-AUH</li> <li>* WWEF</li> <li>* Pricing Desk-Airline</li> </ul>	Lalit Singhi	NA	NA	Sehar Sahni <ul style="list-style-type: none"> <li>* To work on account opening requirements i.e. POA &amp; the signatory Docs to shorten &amp; ease the verification and code allocation process</li> <li>* 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</li> <li>* AUH Non revenue account to be created to move the shipments for AUH until the account code is generated</li> </ul>	Completed	31-May-24

Meeting Title/ Name:								
	* Monthly quotation Review					* To create & send a WVEF 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%