

MINUTES OF MEETING

DATE: 26th March 2018

TIMINGS: 9:30am - 10.00 am

LOCATION : Conference Room, Dubai, UAE

ATTENDEES	
Name:	Sales Department
Shaji George	Sales Manager
Sohail Babar	Key Accounts Executive
Fariz Kungle	Territory Manager
Salma Shafiq	Account Executive
Mohammed Matheen	Account Executive
Karan Marwah	Account Executive
Mohammed Shabeeb	Account Executive
Afshan Usman	Account Executive
Zainuddin Kayal	Account Executive
Mariam Shaikh	Telesales Executive
Maria Christy	Telesales Executive

Matters & Agenda Discussed For Compliance Review			
Matters & Agenda	Responsible Person	Status	Deadline Date
All Sales Pipeline	All Sales Executive	Ongoing	30-Mar-18
Weekly Territory Meeting	Territory Manager	Ongoing	30-Mar-18
MOM for Territory Meeting	Territory Manager	Ongoing	30-Mar-18
Clean Desk	All Sales Executive	Ongoing	30-Mar-18
Customer Survey	All Sales Executive	Ongoing	30-Mar-18
Office Timings	All Sales Executive	Ongoing	30-Mar-18
Sick Leave Certificate	All Sales Executive	Ongoing	30-Mar-18
No more Sick Leave as Annual Leave	All Sales Executive	Ongoing	30-Mar-18
		Ongoing	30-Mar-18

No.:	Summary of Discussion / Action Plan	Responsible Person	Action Taken	Status	Deadline
1	All Sales Team Pipeline	All Sales Executive	All Sales Team Pipeline will be viewed by the Sales Manager in the next Meeting	Ongoing	30-Mar-18
2	Weekly Territory Meeting	Territory Manager	Weekly Territory Meeting needs to be done & MOM to be submitted every week	Ongoing	30-Mar-18
3	Clean Desk Policy	All Sales Executive	No paper should be kept on desk for all department	Ongoing	30-Mar-18
4	Customer Survey	All Sales Executive	All Sales Team needs to send Customer Survey link to their Respective clients & monitor if they have completed the survey	Ongoing	30-Mar-18
5	Office Timings	All Sales Executive	Every Individual needs to follow the office timings, Compliance is mandatory	Ongoing	30-Mar-18