

Meeting Title/ Name:		UAE Sales Meeting					
Date:	13-Sep-2020	Start Time:	9:15 AM	End Time:	10:10 AM	Location:	SMSA - Al Fattan
Attendees		Agenda					
Name	Department	Item	Topic/ Agenda Item	Presenter	Time		
Amir Mostafa	SLS	1	Domestic Production	Amir	9:18 AM		
Vidyarani Kunder	SLS	2	Sales Blitz	Amir	9:30 AM		
Muhammed Imran	SLS	3	Finance Meeting	Amir	9:40 AM		
Zainuddin Kayal	SLS	4	Prepaid Accounts	Amir	9:47 AM		
Salma Shafiq	SLS	5	Sales Structure - 2021	Amir	9:50 AM		
Amr Elaskary	SLS						
Shidha Shouketh	SLS						
Sujit Chandy	SLS						
Sherif Mohamed	SLS						
Imad Jihad	SLS						
Fariz Kungle	SLS						
Colin Coelho	SLS						
Raghda Osama	SLS						
Mariam Shaikh	SLS						
Jihanne Roxas	SLS						
SN.	Action Item	Responsible Person	Action Taken/ Remarks	Status	Deadline		
1	Domestic Production	SLS	* Each executive to perform for Domestic Production and the action will be taken against the one with low / Zero Production * To work on old customers in order to retain them in terms of shipments. * TM's to review Domestic Pipeline and assist the Team members in joining the meeting and closing deals in order to hit the target no's.	On-going	N/A		

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2	Sales Blitz	SLS	<ul style="list-style-type: none"> <li>* To have an organized sales blitz within the team for the assigned day of calls</li> <li>* To collect cards from customer and work on same to have them on board</li> <li>* The one who acquires the customer business card, will remain as his customer.</li> <li>* Write down / make a note on potential customer on the business cards / Diary to have the customer on follow up list.</li> <li>* In terms of Low potential customer, same will be handed over to Tele-sales by the Executives.</li> </ul>	On-going	N/A
3	Finance Meeting	SLS	<ul style="list-style-type: none"> <li>* To share the requested queries to Sales Coordinator in order to organize the meeting with Team Finance.</li> </ul>	On-going	N/A
4	Prepaid Accounts	SLS	<ul style="list-style-type: none"> <li>* Executives who gets customer signed on SMSA Agreement as a prepaid account will have to collect a security deposit Amount / Cheque where in, the same will be utilized to pay off the penalty fees if any.</li> <li>* Invoice amount will be paid off by the customer separately apart from the provided Security Deposit / Cheque.</li> </ul>	On-going	N/A
5	Sales Structure - 2021	SLS	<ul style="list-style-type: none"> <li>* The team is requested to share the plan for Sales Structure - 2021 if any, with Industry Manager in order to have the same presented in the plan for budgeting year with CGM.</li> </ul>	On-going	17-Sep-20