

Minutes of Meeting

Date: 7th January 2019

Time: 3:00 PM - 4:40 PM

Location: SMSA UAE HO Meeting Room, Al Fattan Plaza

Attendees	
Name	Department
Yathiraj Kotian	
Jamsheer Moidu	
Muriel Karen Jullado	

Matters & Agenda Discussed for Compliance Review			
Responsible Person	Matters & Agenda	Status	Deadline
All	Discussion on Department task, objectives, and goals	Closed	N/A

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
1	Department Tasks & Goals	Muriel Jullado	Presented Department tasks and goals for 2019.	Closed	N/A
2	Job Description	Muriel Jullado	Reviewed all HRD-related job description, each agreed upon as per task allocation.	Closed	N/A
3	KPIs	Muriel Jullado	Gave an overview to new joiner, Emp. 81092 Jamsheer Moidu, regarding the things to be included in his KPI and how it will be monitored. Allocated set of KPIs for Emp. 81056, Yathiraj Kotian & myself according to task assigned.	Closed	N/A
4	Summary of Appraisal	Muriel/Yathiraj	Gave an overview to new joiner, Emp. 81092 Jamsheer Moidu, regarding how appraisal is being done through goals set by start of	Closed	N/A

the year.