

Meeting Title/ Name:		Management Meeting			
Date:	18-Jun-2023	Start Time:	1:15 PM	End Time:	3:05 PM
				Location:	Conference Room, Kuwait
Attendees		Agenda			
Name	Department	Item	Topic/ Agenda Item	Presenter	Time
Shaji George	COR	1	Introduction of employees and job description	Employees	1:15 PM
Daliya Hanifa	COR	2	SMSA Vision and Mission	Shaji George	
Talal AlBadawe	HRD	3	SMSA Kuwait Dress Code, Uniform and Appearance Policy	Shaji George	
Shaji Joby	SLS	4	Incident Report Maintenance	Shaji George	
Sanjay Bendale	FIN	5	JD and KPI	Shaji George	
Mahammad Azharuddin Dharvesh	OPS	6	Department Organization Chart	Shaji George	
Khalil Mousa	GTW	7	Gossiping should be stopped immediately	Shaji George	
Mohammad Bucheeri	ADM	8	Head of departments email and guide access	Shaji George	
Muhammad Youssef	ITD	9	Implementation of KWT Guide	Shaji George	
Zubair Bin Ali	SFD	10	Department Activities and Responsible List	Shaji George	3:05 PM
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SN.	Action Item	R	A	C	I	Action Taken/ Remarks	Status	Deadline
1	SMSA Vision and Mission	TA/SJ/SB /MA/KM /MY/MB/ ZB			SG	Explanation of SMSA Vision and Mission, Each department should create Mission for their department and submit.	On-going	22-Jun-23
2	SMSA Kuwait Dress Code, Uniform and Appearance Policy	TA/SJ/SB /MA/KM /MY/MB/ ZB		DH	SG	The policy needs to be shared with head of departments and need to be implemented without exception.	Completed	19-Jun-23
3	Incident Report Maintenance	TA/SJ/SB /MA/KM /MY/MB/ ZB		DH	SG	Brief explanation of Incident process, Incident report, difference between major and minor incidents. Major Incidents should be reported to QRM department in 24 hours. Minor incidents should be recorded on weekly basis and submit by every Saturday to Daliya to console and share to CGM. Incident category and Subcategory need to be categorized and discussed.	On-going	
4	JD and KPI	DH			SG	Each employee should have JD and KPI, Need to set time for individual to have a discussion on their JD, KPI and department report. Department report should be submitted on monthly basis at 17th of the month to Daliya to console and share to CGM.	Not started	31-Jul-23
5	Department Organization Chart	TA/SJ/SB /MA/KM /MY/MB/ ZB		DH	SG	Talal should share the final list of employees in each department to all head of departments with Department Name, Position and Designation so each head of department can prepare organization chart and submit to Daliya	On-going	22-Jun-23
6	Head of departments email and guide access	MY		DH	SG	All head of departments email ID should be changed to SMSA email ID with access to guide. Yousef need to check how the emails ID should be changed. Each employee should also have an access on their mobile of email ID	On-going	22-Jun-23
7	Implementation of KWT Guide	DH			SG	Follow with QRM department to have the Kuwait landing page ready.	On-going	
8	Department Activities and Responsible List	TA/SJ/SB /MA/KM /MY/MB/ ZB/DH			SG	Detailed Activities in the Department listed with the Responsible Positions.All Department Heads should submit the list as per the format attached	Not started	10-Jul-23

NAME MATRIX	
Name of Initiator	Initials
Shaji George	SG
Daliya Hanifa	DH
Talal AlBadawe	TA
Shaji Joby	SJ
Sanjay Bendale	SB
Mahammad Azharuddin Dharvesh	MA
Khalil Mousa	KM
Mohammad Bucheeri	MB
Muhammad Youssef	MY
Zubair Bin Ali	ZB

R	Responsible	People who do the work. Complete the task. Make decisions. Several people can be responsible.
A	Accountable	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"
C	Consulted	People who need to give input before the work can be done. People who are in the loop and active participants.
I	Informed	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.

Not started	25%
On-going	63%
On-hold	0%
Completed	13%