

Meeting Title/ Name:		HR & ADMIN MEETING							
Date:	23-05-2023	Start Time:	3:45 PM	End Time:	5:00 PM	Location:	CGM Office, Kuwait		
Attendees		Agenda							
Name	Department	Item	Topic/ Agenda Item			Presenter	Time		
Shaji George	COR	1	SMSA Logo			Shaji George	3:45 PM		
Mohamad Bucheeri	COR	2	Legal Matters			Shaji George			
Talal Hamad	HRD	3	Governmental Users ID			Shaji George			
		4	Fleet Master File			Shaji George			
		5	Fire fighting permission			Shaji George	5:00 PM		
		6							

SN.	Action Item	R	A	C	I	Action Taken/ Remarks	Status	Deadline
1	SMSA Logo	MB/TH			SG	Gathering informations from all neccessry sources in order to get SMSA Logo license	On-going	
2	Legal Matters	MB/TH			SG	Study all the legal cases, gather all the legal documents and create a filing system for each case , giving Abdullah Al Kharafi the head letters once he is back to proceed with SMSA legal requirments. Set up a meeting with Fatin Al Naqeeb to sort out all pending cases .	Not started	
3	Governmental Users ID	TH			SG	Registering all Governmental users and file him	On-going	28-5-2023
4	Fleet Master File	MB			SG	Handling all the fleet operations and procedure , monitoring and tracking all the process via the xlx fleet master file . Implementing SMSA fleet policy	On-going	30-5-2023
5	Fire fighting permission	MB			SG	Following with fire department to get the renovation permit under their supervision ( 24 months contract )	On-going	30-5-2023

NAME MATRIX	
Name of Initiator	Initials
Shaji George	SG
Mohamad Bucheeri	MB
Talal Hamad	TH

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	20%
On-going	80%
On-hold	0%
Completed	0%