

Meeting Title/ Name:		Admin Meeting										
Date: 16-May-2023		Start Time: 10:30 AM		End Time: 12:30 PM		Location: CGM Office, Kuwait						
Attendees				Agenda								
Item	Topic/ Agenda Item				Presenter		Time					
1	Fleet Vehicles (Existing)				Mr. Shaji George		10:30 AM					
2	New Vehicles				Mr. Shaji George		12:30 PM					
3												
4												
5												
6												

SN.	Action Item	R	A	C	I	Action Taken/ Remarks			Status	Deadline
1	Existing Vehicles (Out of Service)	MB			SG	From 5 vehicles out of service, repair the 3 vehicles and use remaining for spare parts.			On-going	
2	Leased from Al Babbain	MB			SG	Get the contract along with complete information of insurance.			On-going	
3	Existing Vehicles (On Route)	MB			SG	Maintain a vendor for the remaining fleet vehicles for oil and filter change, Sticker for the route (km).			On-going	
4	Filing and maintain the database of Fleet	MB			SG	File all the original contracts, insurance documents along with the history of each vehicle in a separate file. Maintain the data of each vehicle and keep it updated. All forms shared to Mr. Mohammad.			On-going	
5	New Vehicles for Fleet	MB/DH			SG	Finalize Al Sayer for the CGM, BDM, COR and Sales Vehicle, Arrange a meeting to finalize the deal and share the draft contract for review			On-going	

NAME MATRIX	
Name of Initiator	Initials
Shaji George	SG
Daliya Hanifa	DH
Mohamad Buccheeri	MB

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	0%
On-going	100%
On-hold	0%
Completed	0%