

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					
Name	Department	Item	Topic/ Agenda Item		Presenter	Time	
Shaji George	COR	1	Fleet Vehicles (Existing)		Mr. Shaji George	10:30 AM	
Daliya Hanifa	COR	2	New Vehicles		Mr. Shaji George	12:30 PM	
Mohamad Bucheeri	COR	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 remaning for spare parts.	On-going	
2	Leased from Al Babtain	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 remaning 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 histroy 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 Bucheeri	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%