

Meeting Title/ Name:		Legal - Odoo Case						
Date:	10-Jul-2023	Start Time:	3:29 PM	End Time:	3:45 PM	Location:	CGM Office, Kuwait	
Attendees		Agenda						
Name	Department	Item	Topic/ Agenda Item		Presenter		Time	
Shaji George	COR	1	Members involved in Odoo case		Mr. Shaji George		3:29 PM	
Daliya Hanifa	COR	2	Communication with Lawyer		Mr. Shaji George			
Shaji Joby	SLS	3	Preparing for the hearing		Mr. Shaji George		3:45 PM	
Mohammad Youssef	ITD	4						
Talal AlBadawe	HRD	5						
		6						
SN.	Action Item	R	A	C	I	Action Taken/ Remarks	Status	Deadline
1	Members involved in Odoo case	SJ/MY/TA/MB			SG	Shaji Joby will lead the case, Talal will be assisting and attend all the hearing with Mohammad Youssef, Mohammad Youssef to prepare all the requested information as requested by court, Mohammad Bucheeri should also be involved in all the communications with lawyer and attend the hearing	On-going	12-Jul-23
2	Communication with Lawyer	TA		SJ/MY/MB	SG	Talal to contact the Lawyer and obtain all the necessary information which needs to be prepared before the next hearing on 17/07/2023 and share with the team to prepare exactly what is required.	Not started	12-Jul-23
3	Preparing for the hearing	SJ/MY/TA			SG	Mohammad Youssef, Shaji Joby and Talal should cordinate with each other, assist each other in preparing all the documents that is requested.	On-going	12-Jul-23

NAME MATRIX	
Name of Initiator	Initials
Shaji George	SG
Mohammad Youssef	MY
Shaji Joby	SJ
Talal AlBadawe	TA
Mohammad A. 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	33%
On-going	67%
On-hold	0%
Completed	0%