

Meeting Title/ Name:		ADMIN MEETING									
Date:	13-May-2023	Start Time:	1:00 PM	End Time:	1:45 PM	Location:			CGM Office, Kuwait		
Attendees		Agenda									
Name	Department	Topic/ Agenda Item					Presenter		Time		
Shaji George	COR	1	Fleet Vehicles				Mr. Shaji George		1:00 PM		
Daliya Hanifa	COR	2	AC Maintenance				Mr. Shaji George				
Mohamad Bucheeri	COR	3	Legal Cases / Followup				Mr. Shaji George				
		4	Asset Taging				Mr. Shaji George				
		5	Networking Company and Security (CCTV)				Mr. Shaji George				
		6	Mobile Sim Card and Telephone				Mr. Shaji George		1:45 PM		
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SN.	Action Item	R	A	C	I	Action Taken/ Remarks				Status	Deadline
1	Fleet Vehicles	DH / MB			SG	Follow up with Garage and find solution of all five vehicles which are out of service and decide the outcome. Finalize on new fleet as well.				On-going	21-May-23
2	AC Maintenance	DH / MB			SG	Find out a vendor and provide quote for AMC (Annual Maintenance Contract)				On-going	18-May-23
3	Legal Cases followup	MB			SG	Visit the lawyer and record all the update of all the legal cases OCS has and when is the next scheduled hearing.				On-going	
4	Asset Taging	DH			SG	Coordinate with Mr. Sanjay and start registering all the asset.				Not started	
5	Networking Company and Security (CCTV)	DH / MB			SG	Find the vendor for networking and CCTV				Not started	
6	Mobile Sim Card and Telephone	DH/MB			SG	Find Vendors, review quotes and finalize the B2B plans and service provider				On-going	18-May-23

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	34%
On-going	66%
On-hold	0%
Completed	0%