

Meeting Title/ Name:			MOM - CS Meeting 30-04-2023												
Date:		30-Apr-2023		Start Time:		4:15 PM		End Time:		4:55 PM		Location:		Meeting Room, Kuwait	
Attendees				Agenda											
Name		Department		Item	Topic/ Agenda Item				Presenter		Time				
Shaji George		COR		1	Introduction of Employees / Job Description				Employees		4:15 PM				
Daliya Hanifa		COR		2	Breif Explanation of what is SMSA ?				Shaji George		4:55 PM				
Shaji Joby		SLS		3											
Walid M A Arwqawi		CSD		4											
Yasmeen Mohammed		CSD		5											
Ayesha Hanifa		CSD		6											
Shamim Khan		CSD		7											
Rasheeda Mansour		CSD		8											
				9											
				10											
SN.	Action Item		R	A	C	I	Action Taken/ Remarks				Status	Deadline			
1	Quotation VS Confirmation		SJ / AH			SG	Prepare a format to maintain the track record of how many quotations submitted and how many were confirmed. Ayesha is assigned to maintain and update the record after receiving the format				Not started				
2	Scope of Work		SJ			SG	Provide a copy of scope of work of all clients				Not started				

NAME MATRIX	
Name of Initiator	Initials
Shaji George	SG
Daliya Hanifa	DH
Shaji Joby	SJ
Walid M A Arwqawi	WM
Yasmeen Mohammed	YM
Ayesha Hanifa	AH
Shamim Khan	SK
Rasheeda Mansour	RM

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