Minutes of Meeting

Meeting Title/ Name:		IT Meeting		
Date:	13-Jun-2023	Start Time:	3:00 PM	End Time: 3:30 PM	Location: CGM Office, Kuwait

Attendees

Name	Department
Shaji George	COR
Daliya Hanifa	COR
Mohammad Youssef	ITD

Agenda

Item	Topic/ Agenda Item	Presenter	Time
1	Pending jobs with Bader Al Zemami and Team	Mr. Shaji George	3:00 PM
2	Brief explanation of purchase policy and process	Mr. Shaji George	
3	Email ID Creation	Mr. Shaji George	
4	IT help desk	Mr. Shaji George	
5	Job Description and KPI	Mr. Shaji George	
6	Day to Day task sheet	Mr. Shaji George	
7	IT assets in IBU	Mr. Shaji George	
8	IT Server relocation	Mr. Shaji George	3:30 PM
9			

SN.	Action Item	R	A	C	I	Action Taken/ Remarks	Status	Deadline
1	Pending jobs with Bader Al Zemami and Team	MY			SG	Yousef should list all the jobs pending to handover Bader Al Zemami and his Team. Need to have a deadline when the jobs can be handover	Not started	
2	Brief explanation of purchase policy and process	MY		DH	SG	Yousef need to go through the purchase policy and how the process works with Daliya to have an idea. Role of IT in purchasing IT related items	On-going	14-Jun-23
3	Email ID Creation	MY			SG	The request to create an email should be from Head of Department or HR department directly to Yousef	On-going	
4	IT help desk	MY			SG	Coordinate with Mr. Irshad to check if IBU Kuwait can be active on the help desk portal for all IT related complains within Kuwait.	On-going	
5	Job Description and KPI	MY			SG	Coordinate with Mr. Irshad to have the job description and KPI's	On-going	
6	Day to Day task sheet	MY			SG	Maintain an excel sheet for day to day tasks handled, the format to be Complain Raise Date / Complain Resolve Date / Nature of Complain. Yousef to prepare draft and show to Mr. Shaji.	Not started	
7	IT Server relocation	MY			SG	Find vendors for IT server relocation, make drawing for relocation and arrange to shift the cables and fiber maximum by Friday. Also check for PRI connection and cabling .	On-going	
8	IT assets in IBU	MY			SG	List all the IT related assets that are in IBU Kuwait including Gateway which should include to whom the asset is allocated, what is the age of the asset and condition. This details are also necessary for Asset tagging	Not started	

NAME MATRIX

Name of Initiator	Initials
Shaji George	SG
Daliya Hanifa	DH
Mohammad Youssef	MY

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	37%
On-going	63%
On-hold	0%
Completed	0%