

Meeting Title/ Name:		Fleet Meeting					
Date: 20-May-2023		Start Time: 8:40 AM		End Time: 9:15 AM		Location: Conference Room - Kuwait	
Attendees		Agenda					
Name	Department	Item			Topic/ Agenda Item	Presenter	Time
Daliya Hanifa	COR	1			Introduction	Mohamad Bucheeri	8:40 AM
Mohamad Bucheeri	COR	2			Implementing the new fleet policy in compliance with SMSA fleet policy	Mohamad Bucheeri	
Mahammad Azharuddin	OPS	3			Explaining new fleet process and procedures (Service and Maintenance)	Mohamad Bucheeri	
Mohammad Rizwan	OPS	4			Following Rules and Regulations	Mohamad Bucheeri	
Afzal Shareef	OPS	5			Bringing in SMSA culture within the organization	Mohamad Bucheeri	9:15 AM
Eajas Ahammed	OPS	6					
Suman Kishore	OPS	7					
Ali Mahmoud	OPS	8					
Shahid Hameed AbdulHameed	OPS	9					
Jinsemom Joy Lukose	OPS	10					
Danuka Sanjaya	OPS	11					
Biju Khoshy	OPS	12					
Sajjad AbdulGafoor	OPS	13					
Talal Berchan	OPS	14					
		15					

SN.	Action Item	R	A	C	I	Action Taken/ Remarks	Status	Deadline
1	Implementing the new fleet policy in compliance with SMSA fleet policy	OPS			DH/MB	Brief explanation of all the forms and what is their use, All couriers should update the forms and handover to Mr. Sajjad and Mr. Azhar for further process.	On-going	22-May-23
2	Explaining new fleet process and procedures (Service and Maintenance)	OPS			DH/MB	Explaining how necessary it is to have a monthly check on all vehicles, all couriers should take their vehicles for service and maintenance when scheduled.	On-going	22-May-23
3	Following Rules and Regulations	OPS			DH/MB	All couriers, Mr. Azhar, Mr. Sajjad, Mr. Biju and Mr. Talal are strictly advised to follow rules and regulation set as per the SMSA standards and policy. It is necessary to communicate before taking any decision on own. The point of contact incase for any emergency request will be Mr. Mohammad and Ms. Daliya.	Completed	20-May-23
4	Bringing in SMSA culture within the organization	OPS			DH/MB	Take approval and communicate before taking any decision when it comes to vehicles, go for regular servicing and maintenance.	Completed	20-May-23

NAME MATRIX	
Name of Initiator	Initials
Daliya Hanifa	DH
Mohamad Bucheeri	MB
Mahammad Azharuddin	MA
Mohammad Rizwan	MR
Afzal Shareef	AS
Eajas Ahammed	EA
Suman Kishore	SK
Ali Mahmoud	AM
Shahid Hameed AbdulHameed	SH
Jinsemom Joy Lukose	JJ
Danuka Sanjaya	DS
Biju Khoshy	BK
Sajjad AbdulGafoor	SA
Talal Berchan	TB

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	50%
On-hold	0%
Completed	50%