

Meeting Title/ Name:		MOM - SFD Meeting 26-04-2023							
Date:	26-Apr-2023	Start Time:	11:10 AM	End Time:	1:00 PM	Location:	Kuwait, CGM office		
Attendees			Agenda						
Name	Department		Item	Topic/ Agenda Item			Presenter		Time
Shaji George	COR		1	Introduction of Employees / Job Description			Employees		11:10 AM
Daliya Hanifa	COR		2	Breif Introduction of what is SMSA ?			Shaji George		
Mohammad Sibahathulla	SFD		3	Policy of Margin			Shaji George		
Clensy Monterio	SFD		4	Streamline Airfreight Clearance			Shaji George		
Tasmia Saif	SFD		5	Air and Sea consolidation (Market Research)			Shaji George		1:00 PM
Mahima Dharshini	SFD		6						
Ramji Pulugu	SFD		7						
			8						
			9						
		10							
SN.	Action Item	R	A	C	I	Action Taken/ Remarks		Status	Deadline
1	Streamline Air Freight Clearance	CM			SG	Prepare a plan how customs clearance can be handled and what will be the forwarding procedure, along with the time taken to complete the clearance Process		Not started	
2	Policy of Margin	MS			SG	Authority Matirx to be established and no shipment for Airfreight or LCL should be less than 10%. FCL should be atleast \$100 / container. All exceptions should be approved by CGM.		On-going	26-Apr-23
3	List of Customer	TS			SG	Need to submit list of customer whom we generally quoted less than 10% to gain business for evaluation and approval if applicable.		Not started	

NAME MATRIX	
Name of Initiator	Initials
Shaji George	SG
Daliya Hanifa	SH
Mohammad Sibahathulla	MS
Cleny Monterio	CM
Tasmia Saif	TS
Mahima Dharshini	MD
Ramji Pulugu	RP

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	75%
On-going	25%
On-hold	0%
Completed	0%