

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														
Name		Department												
Shaji George		COR												
Daliya Hanifa		COR												
Mohammad Sibahathulla		SFD												
Clenys Monterio		SFD												
Tasmia Saif		SFD												
Mahima Dharshini		SFD												
Ramji Pulugu		SFD												
Agenda														
Item	Topic/ Agenda Item				Presenter			Time						
1	Introduction of Employees / Job Description				Employees			11:10 AM						
2	Breif Introduction of what is SMSA ?				Shaji George									
3	Policy of Margin				Shaji George									
4	Streamline Airfreight Clearance				Shaji George									
5	Air and Sea consolidation (Market Research)				Shaji George			1:00 PM						
6														
7														
8														
9														
10														

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%