

Meeting Title/ Name:		Kuwait Gateway			
Date:	14-Feb-2024	Start Time:	15:00:00 PM	End Time:	17:30:00 PM
		Location:	SMSA Kuwait Head Office		

Attendees	
Name	Department
Saleh S. Al Guhum	OPS
Khalil Al Dalo	OPS
Ahmed El Mazar	OPS

Agenda			
Item	Topic/ Agenda Item	Presenter	Time
1	Gateway Monthly Wheel Report	Saleh S. Al Guhum	3:00 PM
2	Master Load Arrival Sheet & Dashboard	Saleh S. Al Guhum	4:00 PM
3	KPIs' Measures	Saleh S. Al Guhum	5:30 PM
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SN.	Action Item	R	A	C	I	Action Taken/ Remarks	Status	Deadline
1	Gateway Monthly Wheel Report	KA	KA	SS	SG	Gateway Monthly Report has been reviewed and explained to Mr. Khalil, added Gateway Efficiency. Required to check with CGM in regards with Employee Survey & CSAT.	Completed	
2	Master Load Arrival Sheet & Dashboard	AE/DK	KA	SS	SG	Master Load Arrival Sheet has been completed with dashboard, data to be maintained on daily basis and to be sent to CGM by end of every month to check on department performance. Required a good system to ensure data is properly maintained and same has been recommended.	Completed	
3	KPIs' Measures	KA	KA	SS		Clearance Staffs KPIs' measure & reports has been created and shared with Gateway & Clearance Manager, same to be maintained and reviewed by end of every month.	Completed	

NAME MATRIX	
Name of Initiator	Initials
Saleh S. Al Guhum	SS
Khalil Al Dalo	KA
Ahmed El Mazar	AE

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	0%
On-hold	0%
Completed	100%