

Meeting Title/ Name:		Kuwait Operations								
Date: 14-Feb-2024		Start Time: 10:00 AM		End Time: 12:30 PM		Location: SMSA Kuwait Head Office				
Attendees				Agenda						
Name		Department		Item	Topic/ Agenda Item		Presenter	Time		
Saleh S. Al Guhum		OPS		1	Courier Performance Report		Saleh S. Al Guhum	10:00 AM		
Mahammad Azharuddin		OPS		2	KWT Operations Volume Report		Saleh S. Al Guhum	11:30 AM		
Suresh Kumar		OPS		3	Volume Report Data Source		Saleh S. Al Guhum	12:30 PM		
Sajjad Abdull Gafoor		OPS		4						
Faisal Ashraf		OPS		5						
Arhdel Aniscol		OPS		6						
				7						
				8						
				9						
				10						
SN.	Action Item		R	A	C	I	Action Taken/ Remarks		Status	Deadline
1	Courier Performance Report		SA	SK	MA	SS	Kuwait Couriers Performance Report has been built as per CGM request, data to be filled by concerned employee on daily basis with correct figures and final report to be sent to CGM by the Department Head by end of month.		Completed	
2	KWT Operations Volume Report		AA	SK	MA		Operations Volume Report has been built with complete data and dashboard, same has to be maintained by concerned employee along with data from SFD and to be sent to CGM on daily basis before 15:00 hours.		Completed	
3	Volume Report Data Source		AA/FA	SK	MA		Operations Volume Report data will be pulled out from inbound/outbound/domestic/fulfillment and SFD Dept. and it shall be transferred accordingly to OPS Volume Report.		Completed	

NAME MATRIX	
Name of Initiator	Initials
Saleh S. Al Guhum	SS
Mahammad Azharuddin	MA
Suresh Kumar	SK
Sajjad Abdull Gafoor	SA
Faisal Ashraf	FA
Arhdel Aniscol	AA

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%