

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%