Minutes of Meeting

Meeting Title/ Name:		SMSA Kuwait Operations			
Date: 15-Feb-2024	**Start Time:** 10:00 AM	**End Time:** 12:00 PM		**Location:**	**SMSA Kuwait Head Office**

Attendees

Name	Department
Saleh S. Al Guhum	OPS
Mahammad Azharuddin	OPS
Suresh Kumar	OPS

Agenda

Item	Topic/ Agenda Item	Presenter	Time
1	Guide Documents	Saleh S. Al Guhum	10:00 AM
2	Process Maps	Saleh S. Al Guhum	10:30 AM
3	Department Monthly Wheel Report	Saleh S. Al Guhum	11:00 AM
4	New UTL System "SPANEL"	Saleh S. Al Guhum	12:00 PM
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SN.	Action Item	R	A	C	I	Action Taken/ Remarks	Status	Deadline
1	Guide Documents	MA/SK	SK	SS	SG	Kuwait Operations Guide Documents have been reviewed, updated and required to add document header and upload in Guide, additonal documents provided for review and complete the format and upload.	Completed	
2	Process Maps	MA/SK	SK	SS	SG	Kuwait Operations Process Maps under review by Mr. Edwin from QRM, formats and system provided to OPS Dept. Head to do any necessary changes and request the change with updated process map.	Completed	
3	Department Monthly Wheel Report	MA/SK	SK	SS	SG	Dept. Monthly Wheel Report has been reviewed, added OPS Efficiency and OPS Acting Manager required to add all Y2024 documents and updates.	Completed	
4	New UTL System "SPANEL"	MA/SK	SK	SS	SG	UTL SPANEL System has been introduced to Operations, access has been requested from IT for both OPS & CS and to be implemented immediately upon receiving access.	Completed	

NAME MATRIX

Name of Initiator	Initials
Saleh S. Al Guhum	SS
Mahammad Azharuddin	MA
Suresh Kumar	SK

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%