

Meeting Title/ Name:		Weekly Management Meeting			
Date:	9-Aug-2025	Start Time:	12:00 PM	End Time:	2:20 PM
				Location:	Tubli, CGM Office
Attendees		Agenda			
Name	Department	Item	Topic/ Agenda Item	Presenter	Time
Shaji George	COR	1	TM Weekly Meetings and updates	Shaji George	12:00 PM
Alhawra Ali	SFD	2	Incentive Scheme	Shaji George	12:20 PM
Rowena De Guzman	SLS	3	REX Scans	Shaji George	12:30 PM
Shoeb Raza	SLS	4	CX Team Shortage	Shaji George	12:40 PM
Mohamed Ezzat	SLS	5	Tracking Daily and Weekly Volume	Shaji George	12:50 PM
		6	Unifying Process	Shaji George	1:00 PM
		7	Training Logistaas for the CX Team	Shaji George	1:10 PM

SN.	Action Item	R	A	C	I	Action Taken/ Remarks	Status	Deadline
1	TM Weekly Meetings and updates	RG / SR / ME	RG / SR / ME		CGM	The weekly updates and revenue of each territory was discussed and advised to TM team to arrange their daily meetings with their team early morning daily or on weekly basis on Saturdays	On-going	17-Aug-25
2	Incentive Scheme	SG	SG		RG / SR / ME	To arrange meeting on August 10, 2025 with CX with the attendance of TMs to explain the new incentive scheme plan following the email sent by CGM on 22nd July	On-going	10-Aug-25
3	REX Scans	RG / SR / ME	RG / SR / ME			REX Scans to be reviewed, checked, and explained for all customers following the new implementation	Completed	2-Aug-25
4	CX Team Shortage		RG / SR / ME		SG	TM to identify strategies to fill gaps in CX during periods of shortage	On-going	17-Aug-25
5	Tracking Daily and Weekly Volume	AA			SG	Pricing team to track the revenue recorded for the incoming inquiries for anticipation and action purpose	On-going	17-Aug-25
6	Unifying Process	RG / SR / ME	RG / SR / ME			Territory heads to unify work related processes within their teams and any proposed changes must be communicated to and approved by the CGM.	On-going	17-Aug-25
7	Training Logistaas	AA			SG	Pricing team arrange training for Logistaas as part of our on going efforts to improve billing efficiency	On-going	14-Aug-25

NAME MATRIX	
Name of Initiator	Initials
Shaji George	SG
Alhawra Ali	AA
Rowena De Guzman	RG
Shoeb Raza	SR
Mohamed Ezzat	ME

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	25%
On-going	63%
On-hold	0%
Completed	13%