



## MINUTES OF MEETING (INTERNAL)

Purpose of this document is to save a recorded copy of all meeting topics, discussions, decisions and action plans of past meetings and current ones, which can be used for future reference. When and if needed, a draft copy of the minutes has to be sent out to all the members in advance of the meeting to be aware of agenda details to be discussed.

The minutes have to be prepared and circulated by in-charge person of the department or delegated person to all attendees and absentees, after each meeting, within 72 hours.

After drafting MOM, it should be circulated to all attendees to obtain their signature and then scanned copy to be emailed to all. Please include MOM reference number in file name for easy reference (example: internal\_MOM01072016-1)

<b>Date of Meeting</b>	11.07.2017	<b>Time of Meeting</b>	10:00 AM
<b>Meeting Reference</b>	Printer Optimization	<b>Location &amp; Venue</b>	CBS & Sky Garden
<b>Prepared By</b>	Hashik Haneefa	<b>Prepared Date</b>	16.07.2017
<b>MOM Reference No.</b>	MOM-OTHER-11072017	<b>Revision No.</b>	0

### 1. Purpose of Meeting (insert "X" for desired value)

S. N.	Meeting Name	Meeting Code (To be used for filling in the "MOM Ref. No")	S. N.	Meeting Name	Meeting Code (To be used for filling in the "MOM Ref. No")
1.	<input type="checkbox"/> QA Status Weekly Meeting	QASM	15.	<input checked="" type="checkbox"/> Other: Printer Optimization	OTHER

### 2. Meeting Attendees

Name	Designation	E-mail	Name Initial	Phone	Signature
Adel Al Awadhi	Executive Chairman	<a href="mailto:adel.alawadhi@cbs-uae.ae">adel.alawadhi@cbs-uae.ae</a>		971 4 404 8754	
Ayman Al Awadhi	Group Managing Director	<a href="mailto:ayman.alawadhi@cbs-uae.ae">ayman.alawadhi@cbs-uae.ae</a>		971 4 404 8755	
Abbas Kadakkadan	Driver	<a href="mailto:abbas.kadakkadan@cbs-uae.ae">abbas.kadakkadan@cbs-uae.ae</a>		971 4 404 8787	
Ahmad Al Bastaki	Team Leader - Front Desk Support	<a href="mailto:ahmad.albastaki@cbs-uae.ae">ahmad.albastaki@cbs-uae.ae</a>		971 4 404 8787	
Alfie Braganza	Accounts Officer	<a href="mailto:alfie.braganza@cbs-uae.ae">alfie.braganza@cbs-uae.ae</a>		971 4 404 8759	
Anand Kumar	Marketing Analyst	<a href="mailto:anand.kumar@cbs-uae.ae">anand.kumar@cbs-uae.ae</a>		971 4 404 8746	
Anwar Al Bastaki	Government Relation Manger	<a href="mailto:anwar.albastaki@cbs-uae.ae">anwar.albastaki@cbs-uae.ae</a>	Ab	971 4 404 8774	
Arati Khiyara	Client Relations Officer	<a href="mailto:arati.khiyara@cbs-uae.ae">arati.khiyara@cbs-uae.ae</a>	AU	971 4 404 8772	
Archana Mukunthan	HR Specialist	<a href="mailto:archana.mukunthan@cbs-uae.ae">archana.mukunthan@cbs-uae.ae</a>		971 4 404 8751	
Arsalan Ismail	Contracts Officer	<a href="mailto:arsalan.ismail@cbs-uae.ae">arsalan.ismail@cbs-uae.ae</a>	AI	971 4 404 8767	
Azadeh Khezri	Marketing Executive	<a href="mailto:azadeh.khezri@cbs-uae.ae">azadeh.khezri@cbs-uae.ae</a>	AK	971 4 404 8744	
Bharathirajan Kanagaraj	Office Assistant	<a href="mailto:bharathirajan.kanagaraj@cbs-uae.ae">bharathirajan.kanagaraj@cbs-uae.ae</a>	BK	971 4 383 1565	
Bisma Naim	Client Relations Officer	<a href="mailto:bisma.naim@cbs-uae.ae">bisma.naim@cbs-uae.ae</a>	BN	971 4 404 8771	
Dania Alzaybak	Business Center Manager	<a href="mailto:danialzaybak@cbs-uae.ae">danialzaybak@cbs-uae.ae</a>	DZ	971 4 404 9665	
Ferdinand Gervacio	Office Assistant	<a href="mailto:ferdinand.gervacio@cbs-uae.ae">ferdinand.gervacio@cbs-uae.ae</a>	FG	971 4 404 9662	





Gangarajam Andurthi	Driver	gangarajam.andurthi@cbs-uae.ae		971 4 404 8787	
Hamdi Chahen	Marketing Executive	hamdi.chahen@cbs-uae.ae		971 4 404 8743	
Hashem Joukar	Account Manager - Business Development	hashem.joukar@cbs-uae.ae		971 4 404 8745	
Hashik Haneefa	Senior System Administrator	hashik.haneefa@cbs-uae.ae	HH	971 4 404 8781	
Hesham Hashim	Client Relations Manager	hesham.hashim@cbs-uae.ae		971 4 404 8777	
Hussain Hashim	Government Relation Manger	hussain.hashim@cbs-uae.ae		971 4 383 1764	
Karen Fontanilla	Executive Management Coordinator	karen.fontanilla@cbs-uae.ae		971 4 404 8786	
Michelle Calma	Team Leader - Client Relations Department	michelle.calma@cbs-uae.ae	mc	971 4 404 8773	
Mohamed Javith	Driver			971 4 404 8787	
Mohamed Orikat	Senior Business Consultant	mohamed.orkat@ctc-uae.ae	M.O	971 4 383 1551	
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Nikkilyn Garcia	Business Center Executive	nikkilyn.garcia@cbs-uae.ae	NG	971 4 383 1561	
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Remin Yoosafali	System Administrator	remin.yoosafali@cbs-uae.ae	RY	971 4 404 8782	
Saima Asmat	Client Relations Officer	saima.asmat@cbs-uae.ae		971 4 404 8775	
Subash Paul	Client Relation Officer	subash.paul@cbs-uae.ae	SP	971 4 404 8770	
Swapna Gopinathan	Quality Assurance Officer	swapna.gopinathan@cbs-uae.ae	SG	971 4 404 8748	
Tahseen Abbasi	Team Leader - Finance	tahseen.abbasi@cbs-uae.ae		971 4 404 8760	
Vengateswaran Kannan	Finance Assistant	vengateswaran.kannan@cbs-uae.ae		971 4 404 8776	

### 3. Meeting Agenda / Discussed Topics

Item	Agenda	Requested By
<<Fixed Agenda>>		
3.1	Printer optimization- Brainstorming Session that discusses : <ul style="list-style-type: none"> <li>Current printing practice of all department and subsidiaries</li> <li>Recommendation for optimization to reduce number of prints lesser than current printer Full Service Maintenance Agreement.</li> </ul>	Ayman Al Awadhi

**4. Pending Action Items** (list down "pending" actions from present and past meetings in chronological order starting with oldest)

Item	Action Description	Assigned To	Assigned Date	Due Date	Status	Remarks
5.1	<b>COMMON POLICIES THAT FIT FOR ALL DEPARTMENTS AND SUBSIDIARIES (IMMEDIATE ACTION):</b> <ol style="list-style-type: none"> <li>When needed, all internal documents must be printed in black and white including all inter-subsiary documents. Exception to this when it comes to printing letters/documents from HR Department for TCG Employees.</li> <li>All external documents must be printed in color.</li> <li>Where applicable, always use document tracking feature of MS Word for commenting and any other reasons. You may find this feature in MS Word by navigating to tab name in the ribbon "Review &gt; Track Changes".</li> <li>When applicable, use duplex printing feature, in Kyocera or any other printer, when printing internal documents. This means printing on both faces of a sheet, following top-bottom direction.</li> <li>For Contracts Department, only 1 black and white copy page of original documents must be maintained in the red-colored folder. Colored copies are only allowed for trade license and DNRD company card.</li> <li>Client Relations Department is obligated to maintain organized folder system saved in the Shared Folder over CBS server to store scanned versions of the original documents as a soft copy. Whenever a copy is needed, an employee must print the required document from the soft copy stored in the Shared Folder.</li> <li>Ensure using feature named "Page Preview" before pressing "Print" button to fully understand that required pages and page layout are printed in proper order.</li> </ol>	All Employees				Implement with immediate effect
5.2	<b>COMMON POLICIES THAT FIT FOR ALL DEPARTMENTS AND SUBSIDIARIES (FUTURE ACTION: TO BE DEVELOPED):</b> <ol style="list-style-type: none"> <li>Digital signing solutions need to be used when and where applicable (example: DocuSign integrated with Salesforce).</li> <li>All current practices related to submitting requests internally/externally to be processed and obtain final product shall be automated through online systems to grant approvals and final product delivery in terms of hard/soft copy.</li> <li>Define maximum prints per user/department/(week/day/month) by assigning ceiling limits.</li> </ol>	All Employees				Under Development- To be announced later

**5. Next Meeting** (if not applicable then insert "--")

Date	-	Time	-	Location	-
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