

Meeting Minutes: Coleman

Attendants	<ul style="list-style-type: none"> MPCIS Logistics Department: Manager Gamayun I., Manager Pavlov S., Manager Tkachuk T., Manager Bogdanov V., A.Manager Matveev A., A.Manager Amanzholov A., Specialist Egorova N. 		<ul style="list-style-type: none"> Coleman: Mrs. Zheltova S., Mr. Sheluhanov V., Mrs. Andreeva G., Mrs. Voskresenskaya K., Mr. Sokolovskiy S., Mrs. Aleksandrova Yu., Mrs. Zhidanova K. Manpower: Zhuravlev V, Melnikov I. 	
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Meeting scope	1) Salary level; 2) Market Analysis; 3) Checking the candidate database; 4) Productivity Improvement Plan			
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Issues	Detail	Conclusion	Responsible	Due Date
Salary level	Recently, the market is unstable, there is staff turnover	It is necessary to conduct a market analysis. In October, O/S will conduct an analysis and send official information to Mobis. In parallel, Mobis check the information together with HR	Planning/HR/O/S	Oct 2022
Revision of the work schedule	It is necessary to revise the schedule according to the volumes	O/S and Mobis will prepare options according to the schedule Preparation of joint plans for the transition to a new schedule	O/S & Operation Team	Oct 2022
Checking the candidate database	According to the situation in Russia regarding the mobilization of the army	<ul style="list-style-type: none"> Coleman & Manpower- should update the database on specialties relevant to Mobis. Details on the analysis of the database should be sent by 10/24/2022 for analysis and preparation of recommendations 	Coleman & Manpower Planning	Oct 2022
Productivity Improvement Plan	It is necessary to increase the main indicator (LPH)	- Coleman & Manpower must offer a plan for Mobis	O/S	Oct 2022