**Minutes of Meeting**

**Meeting with CSE**

Venue: CSE, Chittagong

Date: March 11, 2024

**Discussed Agenda:**

1. Market Expansion:
   * CSE to introduce Commodity/Equity Derivative Market within the year.
2. IT Team Requirement:
   * Requirement for a strong and experienced IT team for network and application is recommended by CSE who will communication with CSE.
3. Operational Team Recruitment:
   * XFL operation team to be recruited and dedicated to training and collaboration with CSE.
4. Go-Live Plan:
   * The Implementation plan should be Gradual implementation plan, either individually or terminal-based.
5. Operational Transition:
   * ZT to lead operations for the first 3-6 months to train XFL personnel.
   * XFL team to familiarize themselves with the system architecture to minimize downtime.
6. Testing and Feedback:
   * Best traders from each brokerage to conduct extensive testing and provide feedback to authorities.
   * XFL should focus on real-world scenarios rather than generic use cases while testing the system.
7. Back Office Integration:
   * BackOffice Online Integration structure should be provided by ZT to ensure seamless integration.
8. Support and Training:
   * XFL should receive support from ZT for changing the parameters related to circuit breakers, risk module, and admin module. The Circuit Breakers should be highly parameterized.
   * Each brokerage should have a dedicated risk manager trained extensively by XFL.
9. User Authentication:
   * There should be Individual logins credentials for each brokerage provided by CSE.
   * XFL should ensure proper sequence handling and redundancy in communication lines.
10. Communication with CSE:
    * XFL should establish a WhatsApp group for efficient communication between XFL and CSE.
    * XFL should provide the short CV of each member of XFL Tech team.
11. Test Cases and Customization:
    * ZT should provide comprehensive test cases, and XFL should prepare the report based on the test results.
    * The OMS should be flexible for future parameter changes.
12. Activity Planning:
    * Activity and sub-activity lists should be maintained for systematic workflow.
    * Effective communication should be established between XFL and CSE based on the planned activities.
13. Disaster Management:
    * Comprehensive disaster plan required at cloud and application levels.
    * XFL team should undergo for an extensive disaster management training.
14. Training and Certification:
    * Test case training should be done before the XFL team starts working with CSE. The training should be conducted before the certification is issued.
    * There should be minimum two people engaged for proper Level 1 support. One Business Professional & One IT professional. (To make the communication between XFL, ZT, and CSE faster)
15. Certification Process:
    * CSE to provide basic test cases and instant certification upon completion.
16. Continuous Engagement:
    * ZT experts should be engaged throughout all the processes.
    * Mesba to brief team leads and conduct assessments for timely implementation.
17. System Architecture Review:
    * There should be detailed review of the system architecture to ensure understanding among all stakeholders.
    * There should be continuous discussion on potential areas of improvement or optimization to prevent downtime.
18. User Training Plan:
    * Development of a comprehensive training plan for XFL team members on system usage and functionality.
    * Allocation of resources and scheduling of training sessions.
19. Risk Management Strategy:
    * Development of a robust risk management strategy, including parameters and protocols for risk assessment and mitigation.
    * Training requirements should be prepared for brokerage risk managers and support engineer from XFL.
20. Performance Monitoring and Reporting:
    * Implement performance monitoring system and generating reports on key metrics.
    * Report Generation frequency and format of performance reports for stakeholders.
21. Contingency Planning:
    * Review of contingency plans for potential disruptions or emergencies.
    * Identification of critical systems and processes, and development of backup solutions.
22. Vendor Engagement and Management:
    * Strategy for ongoing engagement with ZT as the vendor, including regular review meetings and performance evaluations.
    * Process for addressing any issues or concerns that may arise during implementation.
23. Regulatory Compliance:
    * Discussion on regulatory requirements for the new market asset class.
    * Implementation plan for ensuring compliance with relevant regulations and standards.
24. Feedback Mechanism:
    * Establishment of a feedback mechanism for stakeholders to provide input on system functionality and performance.
    * Process for incorporating feedback into ongoing system improvements.
25. Documentation and Knowledge Management:
    * Plan for documenting system processes, procedures, and configurations.
    * Strategy for knowledge transfer and management to ensure continuity and scalability.
26. Timeline and Milestones:
    * Review and refinement of the project timeline and milestones.
    * Identification of critical deadlines and dependencies.
27. Quality Assurance and Testing Strategy:
    * Development of a comprehensive quality assurance and testing strategy.
    * Consideration of testing methodologies, environments, and criteria for success.
28. Stakeholder Engagement:
    * Plan for engaging and informing all stakeholders throughout the implementation process.
    * Communication strategy for keeping stakeholders informed of progress and updates.