

Bangabandhu Satellite - 2

Task Name	Start Time	End Time	Assignees
BS-2 funding letter to France: Preparation	14/05/2024 , 16:00	14/05/2024, 17:00	[S M Anwarul Aziz]
PwC Executive Summary	15/05/2024 , 11:00	15/05/2024, 12:15	[S M Anwarul Aziz]
Glavkosmos Letter preperation	09/05/2024 , 09:00	09/05/2024, 10:15	[S M Anwarul Aziz]
Meeting with Chairman: Glavkosmos Letter	09/05/2024 , 11:30	09/05/2024, 11:45	[S M Anwarul Aziz]
Glavkosmos Letter Finalization	09/05/2024 , 12:30	09/05/2024, 13:00	[S M Anwarul Aziz]

ITU Related Activities

Task Name	Start Time	End Time	Assignees
BDSAT-119E-BSS INTERSPUTNIK Works with BTRC	12/05/2024 , 14:00	12/05/2024, 15:00	[S M Anwarul Aziz]

Other Technical Tasks

Task Name	Start Time	End Time	Assignees
Weekly task Report script works	13/05/2024 , 13:15	13/05/2024, 14:00	[S M Anwarul Aziz]
Chairman Meeting: Digital Content distribution	14/05/2024 , 13:00	14/05/2024, 14:00	[S M Anwarul Aziz]
Weekly Task report preparation	09/05/2024 , 15:00	09/05/2024, 16:00	[S M Anwarul Aziz]

Planning Administrative Tasks

Task Name	Start Time	End Time	Assignees
Preparatory meeting for 12 May program	11/05/2024 , 19:00	11/05/2024, 22:00	[Muntasirur Rahman ,S M Anwarul Aziz,Touhidul Islam,sumaiya sabur]
Prepare correction for AV	11/05/2024 , 22:00	11/05/2024, 23:00	[Touhidul Islam,S M Anwarul Aziz,sumaiya sabur]
Video Conf solution meeting at 12th May program	12/05/2024 , 13:15	12/05/2024, 13:45	[S M Anwarul Aziz,Md Arafin Mahamud ]

"à  "à  ¤à\$à  " à  ¤à\$à  °à  •à  ¤à\$à  ¤à\$à  ° à  \$à  %à  °à  "à  %à  ¤à  ¤à\$à  °"	12/05/2024, 04:00	[Touhidul Islam,S M Anwarul Aziz,Md Arafin Mahamud ]
Secretary Sir Speech Preparation	12/05/2024 , 15:00	12/05/2024, 16:30 [S M Anwarul Aziz]
Preparation for BoD proposals from planning dept		13/05/2024, 15:30 [Muntasirur Rahman ,S M Anwarul Aziz]
Pre-tender meeting on Basic Tools and 150 TRP Devices	14/05/2024 , 11:30	14/05/2024, 12:30 [Touhidul Islam,S M Anwarul Aziz,Muntasirur Rahman ]
Discussion on the way forward for procurement of Media log	14/05/2024 , 09:00	14/05/2024, 09:30 [Touhidul Islam,S M Anwarul Aziz]
Supplier bill delay issue discussion with Procurement, Reception and Chairman's PO	15/05/2024 , 09:30	15/05/2024, 10:30 [S M Anwarul Aziz]
Meeting with CS sir on Probidhanmala amendment	09/05/2024 , 10:30	09/05/2024, 11:30 [S M Anwarul Aziz]
12 May Video	09/05/2024 , 13:30	09/05/2024, 14:00 [S M Anwarul Aziz]
Probidhanmala Study	09/05/2024 , 14:00	09/05/2024, 15:00 [S M Anwarul Aziz]
12th May Video to Chairman and others	09/05/2024 , 16:00	09/05/2024, 17:30 [S M Anwarul Aziz]

## Procurements

Task Name	Start Time	End Time	Assignees
Negotiation meeting for TRP post deployment support tender	14/05/2024 , 09:30	14/05/2024, 11:00	[Muntasirur Rahman ,S M Anwarul Aziz]

## Television Rating Point (TRP)

Task Name	Start Time	End Time	Assignees
Physical Meeting with Nelco and Chairman sir	12/05/2024 , 11:00	12/05/2024, 13:00	[Touhidul Islam,S M Anwarul Aziz,Md Arafin Mahamud ,Muntasirur Rahman ]
Technical meeting & contract signing with Deepto TV	13/05/2024 , 14:00	13/05/2024, 15:00	[Muntasirur Rahman ,S M Anwarul Aziz]
BoD Meeting: 2 Procurement Proposal Preparation and presentation	13/05/2024 , 16:00	13/05/2024, 19:00	[S M Anwarul Aziz,Muntasirur Rahman ]
TRP Deployment Planning as per BoD decision	13/05/2024 , 19:00	13/05/2024, 20:30	[S M Anwarul Aziz,Muntasirur Rahman ]
Technical discussion with STRATIV about TRP new system design	14/05/2024 , 12:30	14/05/2024, 13:30	[Muntasirur Rahman ,S M Anwarul Aziz,Md. Zubaid Hossain]

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Task Name	Start Time	End Time	Assignees
Legal Consultant TOR Preparation	12/05/2024 , 09:30	12/05/2024, 11:00	[S M Anwarul Aziz]
D-nothi and other preparatory works	13/05/2024 , 12:15	13/05/2024, 13:00	[S M Anwarul Aziz]
Innovation TCV Report preparation	14/05/2024 , 14:15	14/05/2024, 15:15	[S M Anwarul Aziz]