

Author:	Mohammad Shahadat kabir	Venue:	ITD - GM desk
Meeting Date:	May 23, 2024, 11:35 AM to 12:30 PM	MoM Circulation Date:	May 23, 2024
Subject:	Meeting – TechOps Issues & Way forward		
Version:	1		
Attendees:	<ul style="list-style-type: none"> <li>○ Shamsul Karim Rumman</li> <li>○ Shahed Sultan Mohiuddin</li> <li>○ Mosharrof Hossain</li> </ul>		
Copies to:	<ul style="list-style-type: none"> <li>○ ITD Management Team</li> </ul>		

Note: These are ‘result’ minutes only, so only decisions and to dos or information for a more general audience are included.

Agenda:

- 1) TechOps Issues & Way forward

Unless written amendments/comments are sent to the author the minutes will be automatically considered as a final version by 25-May-2024.

Information Issue Decision Order Question Answer Assumption	Description of agenda item	Who is responsible for the item	Due date
<b>D</b>	Mr. Rumman and Mr. Shahed will come up with a plan to achieve zero downtime (as much as possible) in terms of infrastructure (network, internet, server, etc.). Preliminary discussion on Saturday, May 25, 2024.	Mr. Rumman & Mr. Shahed	Saturday, May 25, 2024 (Preliminary Discussion)
<b>D</b>	ITD will gradually and steadily begin working on office automation initiatives with power apps. Mr. Shahadat praised the TechOps team's recent office automation initiatives, including existing level 1 support. There was also discussion of a unified landing page under the <a href="http://www.HumanSpirit.epylliongroup.com">www.HumanSpirit.epylliongroup.com</a> banner, bill automation, and other topics. Mr. Rumman and Mr. Mosharrof will come up with ideas for moving forward with office automation efforts.	Mr. Rumman & Mr. Mosharrof	Saturday, May 25, 2024(Preliminary Discussion)

**Attachment:**

1. Nil