

## MINUTES OF MEETING

<b>Meeting Purpose:</b>	<b>Scheduled Meeting between Planning and Sales &amp; Marketing</b>
<b>Prepared and minutes taken by:</b> Minhaz Hossain Deputy Manager, Sales & Marketing	<b>Date:</b> 29.08.2018

<b>Date</b>	:	August 29, 2018
<b>Time</b>	:	3.15 PM 4.15 PM
<b>Venue</b>	:	TK Bhaban (13 <sup>th</sup> Floor), Karwan bazar C/A, Dhaka-1205
<b>Meeting Attendees</b>	:	1 Planning Team members 2 Sales and Marketing Team members

### Brief Description of the Agendas

S/L	Issue	Brief Description regarding the issue
1	Looking Glass issue	<ul style="list-style-type: none"> <li>- Less accuracy of information on “Looking Glass”</li> <li>- The difference between OPUS and looking glass feedback is higher and accuracy is critical to the business decision.</li> <li>- 50% error in the result</li> <li>- Fine tuning is required by IT and Planning will coordinate to resolve the issue</li> <li>- Sample FID with long distances in recent time at “Looking Glass” would be provided by S&amp;M for further investigation by Planning</li> </ul>
2	Issue with ICC Communication	<ul style="list-style-type: none"> <li>- ICC Communication (100 MB at Netrokona)</li> <li>- Nearest location for PoP deployment is an e.Co site</li> <li>- Business case to be finalized based on Planning’s survey and Pole requirement. Planning will share the investment details based on this analysis</li> </ul>
3	Issue with Robi	<ul style="list-style-type: none"> <li>- Link commissioning is delayed at Robi’s Pirganj site</li> <li>- Planning released the plan at Feb’18 and device was installed at July’18 but O&amp;M failed to commission the link on-time.</li> <li>- S&amp;M expects that Planning will align O&amp;M for such activities and make them accountable for link commissioning</li> <li>- In case of International procurement, there must be a cut-off time for commissioning and after that it would be escalated to the next level (International procurement- 3 months and 2 weeks after device arrival)</li> </ul>
4	Issue with Agni	<ul style="list-style-type: none"> <li>- Eunoos Center access issue for Agni’s link</li> <li>- Planning will give the building solution based on the current condition. CRA (Mr. Rashed) is working with the authority to figure out the possible resolution on floor wise plan</li> </ul>

5	Issue with Link3	<ul style="list-style-type: none"> <li>- Conditional Access issue at Link3 Faridpur site</li> <li>- BL tower co-location (restricted entry from 8 PM to 8 AM)</li> </ul>
6	Issue with BBTS	<ul style="list-style-type: none"> <li>- Difference between the requirement by MKT and clients' end for BBTS Chittagong</li> <li>- Solution was planned differently earlier and need to give a note by MKT if there is any instruction/comment from client regarding the requirement</li> </ul>
7	OPUS Reconciliation	<ul style="list-style-type: none"> <li>- OPUS Reconciliation for Telcos to be started</li> <li>- For maintaining single platform, OPUS to be used instead of email (Email can be used for adhoc issues)</li> <li>- Site code for relocation (Name to be changed for updated site list)</li> <li>- Development scope in OPUS for telco               <ul style="list-style-type: none"> <li>a) Up-gradation</li> <li>b) Relocation</li> <li>c) Rehoming</li> <li>d) MRF</li> </ul> </li> <li>- All the telco projects data needs to be uploaded to OPUS (Bulk Upload)</li> </ul>