

## MINUTES OF MEETING

<b>Meeting Purpose:</b>	<b>Scheduled Meeting Between O&amp;M And Marketing</b>
<b>Prepared and minutes taken by:</b> Minhaz Hossain Deputy Manager, Sales & Marketing	<b>Date:</b> 11.10.2018

<b>Date</b>	:	October 11, 2018
<b>Time</b>	:	3 PM 4 PM
<b>Venue</b>	:	TK Bhaban (13 <sup>th</sup> Floor), Kawran bazar, Dhaka
<b>Meeting Attendees</b>	:	1 O&M Team members
	:	2 Sales and Marketing Team members

### Brief Description of the Agendas

S/L	Issue	Brief Description regarding the issue
1	Frequent Access Issues at PoPs	<ul style="list-style-type: none"> <li>- Access Issue is frequently happening at different sites</li> <li>- The interval of update regarding problematic sites is 15 days right now</li> <li>- O&amp;M will share the next update to PAD within 18<sup>th</sup> October, 2018</li> <li>- Access issue at sites are hampering the business as link commissioning is getting delayed</li> <li>- While I&amp;C goes to the site for commissioning, the access issue arises</li> <li>- O&amp;M can suggest alternative sites with access issue while working at the site</li> </ul>
2	Capacity Crunch issue	<ul style="list-style-type: none"> <li>- S&amp;M expects that O&amp;M will raise flag to PAD for minimizing capacity crunch issue</li> <li>- O&amp;M may check site wise capacity and inform to BB/ring up-gradation to minimize any crunch issue</li> </ul>
3	Tri-Party Meeting Required	<ul style="list-style-type: none"> <li>- PAD+O&amp;M+COS+S&amp;M cross functional meeting is required next Thursday</li> </ul>