

MINUTES OF MEETING

Meeting Purpose:	Scheduled Meeting between Planning and Sales & Marketing
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing	Date: 13.09.2018

Date	:	September 13, 2018	
Time	:	12.10 PM 1.10 PM	
Venue	:	TK Bhaban (13 th Floor), Karwan bazar C/A, Dhaka-1205	
Meeting Attendees	:	1	Planning Team members
		2	Sales and Marketing Team members

Brief Description of the Agendas

S/L	Issue	Brief Description regarding the issue
1	ICC- Mohanganj PoP	- PAD will work after PoP approval is done
2	Planning will provide the Link ID	<ul style="list-style-type: none"> - Link ID will be provided by Planning - GW will take the link IDs from OPUS for BW up-gradation or any regular link related activities - Planning will send an email to GW along with concerned teams and MKT will share the observation in reply
3	Client name to be mentioned with FID by PAD	- Client name will be mentioned along with FID for any communication through Email/viber group
4	10G Port for Open Network	- Open Network requires 2 ports with 10G capacity for two services (IIG and capacity)
5	Issue with Unicom Multisystem (High Priority)	<ul style="list-style-type: none"> - Ishwardi PoP up-gradation is required - Responsible: Prianka Datta
6	Communicate client for e.co site shifting	<ul style="list-style-type: none"> - e.Co site shifting email from PAD - KAMs to communicate with clients regarding SCL nearest sites with distance against edotco shifted sites.