

MINUTES OF MEETING

Meeting Purpose:	Scheduled Meeting between Planning and Sales & Marketing
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing	Date: 11.10.2018

Date	:	October 11, 2018	
Time	:	12.00 PM 1.00 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	Capacity Issues with clients	<ul style="list-style-type: none"> - BKB Network (Bhairab, Munshiganj) - Genius Internet (Munshiganj) - Circle Network (Kuakata) - Circle Network (Jamalpur SDR28) <p>**PAD will look into the issues with the clients above urgently.</p> <p>**Prime zones may be shared by S&M where PAD can take pro-active steps for avoiding such issues</p>
2	Looking Glass Issues	<ul style="list-style-type: none"> - S&M has shared few client names with access issues (Direct WO after doing feasibility from Looking Glass) - S&M shared an issue with Mawna bus stand, where nearest site names were found inappropriate (Dhaka Khilgaon, Dhaka Ramna etc.) - PAD and OSS to check and resolve the issues ASAP - For bunch feasibility at Looking glass, S&M found difficulties for some of the cases and will share the problematic issues (Access and other challenges) with PAD for feasibility feedback through OPUS; this is also applicable for client's requirement for less than 2 KM
3	Down-gradation reasons to be provided in OPUS	<ul style="list-style-type: none"> - S&M will provide the reason for down-gradation or discontinuation in OPUS from now on
4	Client version of site names at Looking Glass	<ul style="list-style-type: none"> - PAD is working on the naming convention of site names so S&M can share the sites to clients - Until this process completed, S&M will follow the current practice
5	Disclaimer to be added in Email communication	<ul style="list-style-type: none"> - Email communication is required as a disclaimer regarding NTTN connectivity for compliance issue (SCL can provide ports to the client which will be connected to the client's device and then the tx BW can distributed at the last mile)

6	Roll back has been increased for direct WO submission (Discussed at previous meeting)	<ul style="list-style-type: none"> - Roll back has been increased for direct WO submission - Access issues for maximum cases - E.g.: HRC (KAM: Mitul Sayeed), Plexus- Chatkhil (KAM: Mitul Sayeed), Innovative (KAM: Partha) - For Rollback, previous remarks need to be shown and PAD will send an email to IT for incorporating the feature
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