

## 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> 27.09.2018

Date	:	September 27, 2018	
Time	:	12.20 PM 1.25 PM	
Venue	:	TK Bhaban (13 <sup>th</sup> 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	VLAN info requirement	- PAD to share the VLAN info as required by S&M through Viber
2	10G Port for Open Network	- 10G Port is required at Haji Dinesh Dinajpur PoP for ONS - PAD will check with O&M and inform the updates to KAM - Device of Birganj has been upgraded
3	SLA Timeline	- SLA of 8 days is not met in recent days. - PAD to share the alternative site within 2 KM radius for alternative PoP suggestion at OPUS - Dependency of device purchase and delivery for the delay in fulfilling the SLA timeline
4	Meeting with e.Co	- PAD to meet with e.Co technical team for regular issues regarding NCR
5	Problematic site list	- PAD will share the updated site list (received from O&M on Thursday 27/09/18); will be reflected in Looking Glass
6	Port Availability status in Looking Glass	- Port Status to be included while showing the result in Looking Glass. - Also, Port info was incorrect, PAD to check the issue with OSS (All the ports are showing as "UP"). MKT to email to OSS and PAD for this issue
7	Input for QnQ	- MKT needs proper input for VLAN requirement
8	Regarding FID	- PAD will share client name along with the FID in viber group
9	Regarding 10G up-gradation	- PAD to come up with plan for 10G up-gradation so the cost for infra is minimized. - PAD to propose a solution without 10G if possible
10	Telco site feasibility at OPUS	- MKT to give input in OPUS and use viber group for communication with PAD - For Banglalink, address and power info (AC/DC) is essential at OPUS

		<ul style="list-style-type: none"> <li>- MKT will share the site requirement (FLL/Regular/Macro site/Minihub etc.)</li> <li>- Right now, projects are considered as regular deliverables (IT involvement is required to add the option of “Name and Timeline”. Also, project tagging needs to be added while giving Work order.</li> <li>- O&amp;M to compile all the issues with OPUS and discuss with IT along with MKT</li> </ul>
11	Up-gradation challenge for O&M	<ul style="list-style-type: none"> <li>- I&amp;C modifies the name and configuration according to the new client’s requirement before deletion of the previous client’s info (Discontinuation and migration at the same time)</li> <li>- For such cases, S&amp;M to check with I&amp;C for avoiding any confusion and for ensuring connectivity on time. (e.g Eirtel and Tomatoweb)</li> </ul>