

## 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> 27.09.2018

<b>Date</b>	:	September 27, 2018
<b>Time</b>	:	4 PM 4.50 PM
<b>Venue</b>	:	Khanson's Building (2 <sup>nd</sup> Floor), Karwan bazar C/A, Dhaka-1205
<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	Robi NCR Issue	<ul style="list-style-type: none"> <li>- Sylhet (Balaganj and Fenchuganj) site NCR issue</li> <li>- Solved at O&amp;M end</li> </ul>
2	New Link delivery required urgently for MetroNet	<b>Locations:</b> <ul style="list-style-type: none"> <li>- Narshingdi (Sreenagar)</li> <li>- Rangunia</li> <li>- Bastail (Tangail)</li> </ul>
3	Capacity required for BCS Net	<ul style="list-style-type: none"> <li>- Urgent 100 MB capacity required at Sylhet (Madhabpur), BCS Net</li> </ul>
4	Problematic site list	<ul style="list-style-type: none"> <li>- O&amp;M worked on the list and status shared by O&amp;M 27/09/18 to PAD</li> </ul>
5	Up-gradation Remarks	<ul style="list-style-type: none"> <li>- IT involvement is requirement to O&amp;M can see the up-gradation remarks by MKT</li> </ul>
6	O&M distribution	<ul style="list-style-type: none"> <li>- O&amp;M Is not distributed according to areas/updated O&amp;M teams (HoD escalation required as it is long pending)</li> </ul>