

MINUTES OF MEETING

Meeting Purpose:	Scheduled Meeting between Planning and Sales & Marketing for Network Expansion
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing	Date: 15.07.2018

Date	:	July 15, 2018
Time	:	5.40 PM 6.45 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	Feasibility feedback for Info Sarker sites	<ul style="list-style-type: none"> - Info Sites won't be considered in feasibility feedback - No connectivity to be provided from Info Sarker sites until PAT is completed and contract is signed with authority as per management decision
2	Categorized 1000 sites (including S&M Forecast for vision 2020)	<ul style="list-style-type: none"> - Planning shared an analysis based on different categories for 3 Phases (Phase-1, Phase-2 and Phase-3) - Categories: Available PoPs, E.co sites, Photonic sites, Telco sites and to be built by SCL - Planning to share the analysis for Network Expansion in Phase-1, Phase-2 and Phase-3 for E.co sites, Telco sites and PoPs to be built by SCL - Marketing to comment on the priority of the deployment for business potential unions after Planning shares the locations - Planning identified 325 sites (unions) among these categories for Phase-1, so S&M can comment on the business potentials. Previously identified 512 sites by S&M will fall under Phase-1 analysis. - Planning will share the KMZ for getting clear picture of the "Available PoPs" category (Phase-1: 91 sites and Phase-2: 109 sites) for total 200 sites - Planning to share the KMZ for "Available PoP" locations - Planning to share the KMZ for unions (boundary would be shown) - Planning to share the KMZ for E.co and Own built PoP sites to marketing <p>Tentative timeline: July 19, 2018</p>
3	Update on capacity up-gradation	<ul style="list-style-type: none"> - Planning to share the updates of up-gradation of Ring/capacity (Capacity crunch issues)

4	Meeting is required with potential NSPs	<ul style="list-style-type: none"> - To ensure the best network expansion move, Planning and S&M need to sit together jointly with: <ul style="list-style-type: none"> a) Nationwide ISPs (Phase-1) b) Central and Zonal ISPs (Phase-2)
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S/L	Issue	Brief Description regarding the issue
1	SLA timeline	<ul style="list-style-type: none"> - Yet to confirm by Planning - Pending feedback from other concerned departments (Status: Pending) - No timeline provided by Planning
2	Pending issues from Meeting at 05/07/2018	<ul style="list-style-type: none"> - Site/Zone wise report for capacity expansion (awaiting completion by Planning) - List of Telco sites for installed switches to be shared by Planning by 12-07-2018 - Resource availability for late hours (Feedback after discussing with Rakib Bhai) (Status: Pending) - Planning for potential customers at happing zone (awaiting completion)
3	Pending Issues from Meeting at 12/07/2018	<ul style="list-style-type: none"> - Link ID and VLAN mismatch for Stargate Communication and Inter cloud Ltd. for most of the capacity links *Tentative Timeline: 50% is completed and 100% by 19/07/2018 - Circle Network's Burichong PoP related update from Planning - (Secondary link commissioning is in process) *Tentative Timeline: by 19/07/2018 Challenging Sites (Access and Power Issues) <ul style="list-style-type: none"> - Right now, 247 sites have been opened for client connectivity which have partial access problems (released from 592 sites) - The opened sites can be connected which may take some time with some notes - O&M will update the access problematic site list at 15 days interval - Tri-party meeting is required for another 2-3 times to resolve the issues of challenging sites - Planning will share the findings* of analysis for last 3 months (345 Locked sites): *Subject of analysis: Feasibility feedback requested from S&M with volume (Status: Pending) - Timeline: 19/07/2018