

## 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> 02.08.2018

<b>Date</b>	:	August 02, 2018
<b>Time</b>	:	3.30 PM 4.20 PM
<b>Venue</b>	:	TK Bhaban (13 <sup>th</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	Issues at Munshiganj	<ul style="list-style-type: none"> <li>- Sayem Online</li> <li>- Circle Network</li> <li>- The above mentioned clients are facing issues regularly at Munshiganj region specifically at Bethga and Lohajang</li> <li>- O&amp;M to check and resolve</li> </ul>
2	Khan joint International Trading (Madaripur)	<ul style="list-style-type: none"> <li>- Client is getting lower than expected BW</li> <li>- O&amp;M to check and resolve</li> </ul>
3	Millenium (Mymensingh)	<ul style="list-style-type: none"> <li>- Client is getting lower than expected BW (900MB instead of 1GB)</li> <li>- O&amp;M to check and ensure full BW</li> </ul>
4	Location Shifting	<ul style="list-style-type: none"> <li>- Asia Pacific (Netrokona; shifted from 11 to 30)</li> <li>- Asia Pacific and Agni (KHSDR Robi relocation; shifted from 08 to 35)</li> <li>- Netscope (Narsingdi Sadar 1 to Narsingdi Sadar 9)</li> </ul>