

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: 19.07.2018

Date	:	July 19, 2018	
Time	:	2.45 PM 5.35 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	Improvement of Looking Glass	<p>Suggestions:</p> <ul style="list-style-type: none"> - Looking glass can be formalized or developed by IT (Code from Raihan Bhai) - S&M requests to Planning for updating the Looking Glass on regular basis for ensuring higher accuracy. <p>Discussion:</p> <ul style="list-style-type: none"> - Looking Glass plays a vital role for giving prompt feedback to our customers. So, there is no alternative to looking glass at this moment. - Availability of sites for feasibility: Approx. 95% sites are available - Accuracy: Approx. 70%
2	Business Critical Site (Munshiganj Area)	<ul style="list-style-type: none"> - Louhajang (Power Issue and (Single handed connectivity from Info-Sarker) - Sreenagar - Tongibari - Betga (Single handed connectivity from Info-Sarker). - S&M expects to O&M that secondary link to be established to secure the business in the above mentioned zones as Munshiganj is a business potential zone <p>S&M expects from Planning for further escalation (PoP deployment according to management directive)</p>
3	Analysis of Sites for capacity expansion	<ul style="list-style-type: none"> - Planning categorized sites for network expansion with KMZ - Phase-1 covers 482 sites (MKT provided the list) S&M will prioritize the list and share the name of the district to Planning for phase-1 expansion at the identified sites - 100 sites are identified where Backbone issue exists and planning to take action immediately for expansion (Phase-1)

		<ul style="list-style-type: none"> - Planning to share KMZ for 179 sites, union boundary and PoP analysis <p>S&M will prioritize the potential business zones after Planning shares the analysis</p> <p>Timeline for Analysis of Planning: 22/07/2018 (Planning already shared the analysis through email)</p>
4	List of Excess Capacity sites for Push Sale	<ul style="list-style-type: none"> - Planning will share excess capacity site list to S&M for push sales. <p>Timeline: 26/07/2018</p>