

MINUTES OF MEETING

Meeting Purpose:	PoP analysis meeting between Planning and Sales & Marketing
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing	Date: 18.09.2018

Date	:	September 18, 2018
Time	:	3.15 PM 4.00 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	Analysis of 512 sites	<u>Latest figures of Analysis:</u> <ul style="list-style-type: none"> - Total MKT Go-ahead- 104 - Total New Recommendation from Client- 62 sites - MKT+PAD Common sites- 46 sites
		<ul style="list-style-type: none"> - “Need to search” category- 94 Sites MKT will give final go-ahead based on PAD suggested locations - Deadline for PAD: 19/09/2018 - Deadline for MKT: 23/09/2018
		<ul style="list-style-type: none"> - “Action Waiting” category where MKT has given Go-ahead on 136 sites out of 299 sites
		<ul style="list-style-type: none"> - PAD will share the latest file with all the “OK” sites
		<ul style="list-style-type: none"> - Considering the sites marked “OK” as the final go-ahead by S&M, S&M requested PAD for deploying the PoPs immediately after Management approval.