

## MINUTES OF MEETING

<b>Meeting Purpose:</b>	<b>Scheduled Meeting between Planning and Sales &amp; Marketing</b>
<b>Prepared and minutes taken by:</b> Minhaz Hossain Deputy Manager, Sales & Marketing	<b>Date:</b> 09.08.2018

Date	:	August 09, 2018	
Time	:	12.00 PM 1.45 PM	
Venue	:	TK Bhaban (13 <sup>th</sup> 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	<ul style="list-style-type: none"> <li>S&amp;M to give feedback on the 512 PoPs based on the current market scenario and client's demand</li> <li>Previously the information covered upto Upazila level and S&amp;M was working on "Need to search" and "E.co sites" category</li> <li>PAD will share the available addresses for 512 locations</li> <li>PAD has identified 200 sites for new PoP establishment and it will be added with S&amp;M suggested 512 sites. Some of the sites will be common for both S&amp;M and PAD (712 sites)</li> <li>PAD will share the identified 200 sites and the common sites among the 712 sites will be executed/established by Planning</li> <li>S&amp;M will give feedback with remark "OK/NOT OK". If the site is "NOT OK", possible LAT-LONG to be shared.</li> </ul>
2	PoP up-gradation/New PoP deployment activity	<ul style="list-style-type: none"> <li>Planning will share the ongoing activities for PoP up-gradation and new PoP deployment</li> <li>Swap tracker has been shared by Planning for device swapping</li> <li>S&amp;M to check the provided format whether ok or not or need to add any criteria</li> </ul>
3	PoP Shifting activity	<ul style="list-style-type: none"> <li>There will be PoP shifting activity at Rajbari, Jessore and Sirajganj</li> <li>KAMs to convince regarding this shifting activity after PAD shares the shifting details</li> </ul>
4	List of Excess Capacity sites for Push Sale	<ul style="list-style-type: none"> <li>Planning will share excess capacity site list to S&amp;M for push sales (Major LH route and PoP capacity)</li> </ul> <p><b>Timeline: 08/08/2018 (Pending)</b></p>

5	Service issue at Munshiganj	- Munshiganj is a booming business zone and client is suffering at adjacent areas (Sayem Online, Betka)
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