

MINUTES OF MEETING

Meeting Purpose:	Scheduled Meeting between Planning and Sales & Marketing
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing	Date: 04.10.2018

Date	:	October 04, 2018
Time	:	12.00 PM 1.00 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	Planning-Marketing Viber Group	<ul style="list-style-type: none"> - Viber group would be used for urgent issues only - OPUS is the major tool for all tasks and to be followed by the teams for respective tasks
2	Roll back has been increased for direct WO submission	<ul style="list-style-type: none"> - Roll back has been increased for direct WO submission - Access issues for maximum cases - E.g.: HRC (KAM: Mitul Sayeed), Plexus- Chatkhil (KAM: Mitul Sayeed), Innovative (KAM: Partha) - For Rollback, previous remarks need to be shown and PAD will send an email to IT for incorporating the feature
3	CR issue to be incorporated for I&C	<ul style="list-style-type: none"> - History of CR is required - Sometimes access issue is found at site and new feasibility has to provide by MKT. - PAD will send an email to IT for CR approval, so feasibility is not required to provide again
4	Client version of site names at Looking Glass	<ul style="list-style-type: none"> - Name to be converted for locations at Looking Glass so that MKT can convey the names to the clients
5	Telco Issues	<ul style="list-style-type: none"> - Telcos are asking for QoS enabled network - Frame loss issue raised by Telcos in past couple of weeks - PAD to give feedback on the issues with Telco
6	Issue with Feasibility feedback	<ul style="list-style-type: none"> - Permanent Access issue at Feasibility feedback for FID-45489 - PAD to look into this and give a feedback - KAM: Omar Faruq