

MINUTES OF MEETING

Meeting Purpose:	Scheduled Meeting between Planning and Sales & Marketing
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing	Date: 19.08.2018

Date	:	August 19, 2018	
Time	:	3.30 PM 4.15 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	<ul style="list-style-type: none"> - S&M have shared feedback on the 512 PoPs based on the current market scenario and client's demand - PAD analyzed the common sites for both MKT and PAD - PAD will share the analysis to S&M with existing fiber and new fiber details for the locations - S&M will give feedback on the new file (to be shared by PAD) - S&M will share more sites whenever requirement comes in the specific locations - S&M will check the "Need to search" category with feedback "OK" (11 sites)
2	Looking Glass issue	<ul style="list-style-type: none"> - Less accuracy of information on "Looking Glass" - Mismatch in distance between OPUS and Looking Glass
3	Aggregation Core Link ID required by NOC	<ul style="list-style-type: none"> - Tri-party meeting is required for aggregation core link ID issue - NOC+S&M+PAD
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 (Major LH route and PoP capacity) - PAD has shared a sample file for excess capacity of ring network. Discussion regarding the excess capacity to be held on 20/08/2018 with PAD