

MINUTES OF MEETING

Meeting Purpose:	Scheduled Meeting between Planning and Sales & Marketing
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing	Date: 26.07.2018

Date	:	July 26, 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	Analysis of Sites for network expansion	<ul style="list-style-type: none"> - Instead of 1000 sites, Planning will share the analysis of network expansion for 512 sites (originally shared by S&M) including 179 sites where LAT-LONG is available (This is according to Planning's strategy to simplify the phase wise PoP expansion plan) - Planning will take care of the BB issue or capacity crunch from the list of sites - Planning will share Distance between the PAD proposed sites and MKT provided sites (Timeline: 26/07/2018) - S&M will prioritize the potential business zones after Planning shares the analysis - BW Volume for the sites to be shared by Planning along with distance - Planning will share SCL existing PoP and non-SCL PoP <p>Timeline for Analysis of Planning: 29/07/2018 and will discuss this analysis with S&M</p>
2	Analysis on Longer Distance Sites	<ul style="list-style-type: none"> - Planning will share the analysis of longer distance sites - Detail of 1200 sites was shared by S&M <p>Timeline: 30/07/2018</p>
3	PoP up-gradation/New PoP deployment activity	<ul style="list-style-type: none"> - Planning will share the ongoing activities for PoP up-gradation and new PoP deployment - Previous month's status and upcoming month's activity will be shared by Planning
4	Ring up-gradation taking more than 8 days	<p>Some of the clients faced issue for delay in Ring up-gradation. Planning will check and resolve.</p> <ul style="list-style-type: none"> - Tangail Online - Tangail BB PoP - KS Network- Feni

		<ul style="list-style-type: none"> - ICC Communication - Circle Network- Ichapura - Alpha Network- Narayanganj Bondor-03 - BKB Network- Munshiganj Sadar-01 - BKB Network- Siddhirganj - MetroNet- Bhairab
5	Aggregation Redundancy and up-gradation	<p>Aggregation redundancy and interface up-gradation is URGENTLY required</p> <ul style="list-style-type: none"> - Orange <p>Planning will check and take initiative to ensure redundancy.</p> <p>Timeline: 29/07/2018</p>
6	Technical POC for clients	<ul style="list-style-type: none"> - S&M will share Client's technical POC to Planning (Timeline: 31/07/2018) - Planning will come up with a matrix for SCL POC at Planning, Implementation and Operation (First and Second level) - S&M will share the details to clients after Planning provides the matrix
7	Link Delivery Timeline	<ul style="list-style-type: none"> - Timeline for link delivery to be provided by Planning from upcoming week
8	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>