MINUTES OF MEETING

Meeting Purpose:	**Tri-Party Meeting of Planning, O&M and Sales & Marketing**
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing	**Date:** 19.07.2018

Date	:	July 19, 2018	
Time	:	3.30 PM 4.15 PM	
Venue	:	TK Bhaban (13th Floor), Karwan bazar C/A, Dhaka-1205	
Meeting Attendees	:	1	Planning Team members
		2	O&M Team members
		3	Sales and Marketing Team members

Brief Description of the Agendas

S/L	Issue	Brief Description regarding the issue
1	Access Problematic Site List	- Previously 682 sites (Power and Access) - 247 sites have been opened and 345 are locked - O&M to take step to resolve access and power issues as much as possible from the locked sites - O&M to pursue all the stakeholders for power and access and share the status for escalating to next level Timeline: 2 weeks
2	Common File (Consolidated site list for power and access problem and resolution status)	- Consolidated site list to be shared in the Common folder by Planning - Different tabs for each O&M - Initiation date and last updated information would be available. - Planning to email the updated site list to all the concerned teams Timeline to share the common file: 20/07/2018
3	Issues at Munshiganj Area	- Louhajang (Power Issue and (Single handed connectivity from Info-Sarker) - Sreenagar - Tongibari - Betga (Single handed connectivity from Info-Sarker). - S&M expects to O&M that secondary link to be established to secure the business in the above mentioned zones as Munshiganj is a business potential zone - S&M expects from Planning and O&M for further escalation (PoP deployment according to management directive)

4	Up-gradation request from S&M	- Urgent up-gradation request can be executed by O&M with Tri-party alignment. - Input in OPUS has to be completed within next working day. - O&M expects that, Planning will notify O&M through text messages/viber/other medias for urgent up-gradation in case of holidays and odd hours only (not applicable for working days or regular cases) - OPUS accessibility is required for O&M team members outside of office through VPN