

MINUTES OF MEETING

Meeting Purpose:	Scheduled Meeting Between O&M And Marketing
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing	Date: 20.09.2018

Date	:	September 20, 2018
Time	:	3.15 PM 4.00 PM
Venue	:	Khanson's Building (2 nd Floor), Karwan bazar C/A, Dhaka-1205
Meeting Attendees	:	1 O&M Team members
	:	2 Sales and Marketing Team members

Brief Description of the Agendas

S/L	Issue	Brief Description regarding the issue
1	Capacity up-gradation Issue	<ul style="list-style-type: none"> - After capacity is upgraded successfully, O&M confirms the up-gradation but client complains that capacity is not upgraded. - Issue resolves after NOC is involved - E.g. Weblink Communication
2	O&M wise distribution in OPUS	<ul style="list-style-type: none"> - All O&Ms according to the coverage needs to be integrated in OPUS - For up-gradation related issues, until the issue with O&M is resolved by IT, MKT to inform at viber group
3	Physical address is required by S&M	<ul style="list-style-type: none"> - S&M requires physical address of the sites so this can be used to assist client to identify the location
4	Problematic site list	<ul style="list-style-type: none"> - O&M worked on the list and status to be shared by O&M
5	Ensure committed BW for IIG clients	<ul style="list-style-type: none"> - For IIG clients, BW to be ensured as sold to the clients.
6	Airnet Communication (Sylhet)	<ul style="list-style-type: none"> - Switch deployment is required for Sylhet PoP - O&M to check and resolve the issue