

MINUTES OF MEETING

Meeting Purpose:		Scheduled Meeting Between O&M And Marketing	
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing		Date: 19.07.2018	
Date	:	July 19, 2018	
Time	:	2.45 PM 3.30 PM	
Venue	:	TK Bhaban (13 th 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	Issues at Munshiganj Area	<ul style="list-style-type: none"> - 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
2	Up-gradation request from S&M	<ul style="list-style-type: none"> - 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
3	ICC Communication issues	<ul style="list-style-type: none"> - Kurigram (Status to be confirmed by Ms. Shamama)
4	Square Informatix Link at Pabna	<ul style="list-style-type: none"> - Information to be provided to the clients accurately (Aggregation Core Link ID was asked to the client which is supposed to be available in SCL end) - NOC to update the Database and O&M to take care of this type issue from now-on