MINUTES OF MEETING

Meeting Purpose:	Scheduled Meeting between Planning and Sales & Marketing
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing	**Date:** 02.08.2018

Date	:	August 02, 2018	
Time	:	12.45 PM 2.15 PM	
Venue	:	TK Bhaban (13th 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	Aggregation Core Link ID	- Aggregation core Link ID is required from Planning - S&M to email planning for aggregation core link ID
2	PoP up-gradation/New PoP deployment activity	- 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 (Swap tracker has been shared by Planning for device swapping)
3	Service issue at Munshiganj	- Munshiganj is a booming business zone and client is suffering at adjacent areas (Lowhojang, Bethga) - PoP deployment at client premise or PoP rental initiative can be taken at the affected areas of Munshiganj - Power issue is happening regularly at info-Sarker PoPs Meeting with Planning at 05/08/2018 regarding Lowhajang BW 550 MB down-gradation due to Power issue
4	Feasibility re-validate option	- Feasibility duplicate entry in OPUS for any change in the requirement (BW volume change) - Re-validate option needs to be incorporated by IT - Planning and marketing to escalate this issue to IT
5	Issues with multiple clients	- BKB Network- Siddhirganj- Timeline: 2 days - Etherlink- Mawna, Gazipur- Timeline: Tomorrow - Netscope- Narsingdi Sadar-1 (Access Problem and shifted to Sadar-9) to be checked by Planning for PoP deployment at Sadar-1 - Skynet Technologies- Kuliarchar+Kotiadi - KS Network- Chittagong 10G upgradation required - Antaranga- Dhaka to Chowmuhuni (requirement is 5GB)- Can be provided immediately with primary link.

		-	Venus- IPLC downtime is hampering the business of client. ==Planning will check and resolve the issues.==
6	Billing info cross check with Planning	-	S&M will check clients' data with billing and confirm with Planning
7	Link Delivery Timeline	-	Timeline for link delivery to be provided by Planning from upcoming week
8	List of Excess Capacity sites for Push Sale	-	Planning will share excess capacity site list to S&M for push sales (Major LH route and PoP capacity) ==Timeline: 08/08/2018==