

MINUTES OF MEETING

Meeting Purpose:	Scheduled Meeting between Planning and Sales & Marketing
Prepared and minutes taken by: Minhaz Hossain Deputy Manager, Sales & Marketing	Date: 20.09.2018

Date	:	September 20, 2018	
Time	:	12.00 PM 1.10 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	Last mile distance in OPUS	<ul style="list-style-type: none"> - S&M requires last mile distance in OPUS while releasing the feasibility feedback - S&M to email this Scope for IT to develop this feature - Placeholder for distance and backbone information
2	Down-gradation reason	<ul style="list-style-type: none"> - Mandatory field is required for down-gradation reason input at OPUS
3	VLAN info requirement	<ul style="list-style-type: none"> - Inner VLANS are not shared right now by Planning - No. of VLAN to be included in the plan at OPUS through drop-down menu - PAD to share the updated version with VLAN info (Regarding Inner VLAN, PAD will check and share the feedback)
4	10G Port for Open Network	<ul style="list-style-type: none"> - 10G Port is required at Haji Dinesh Dinajpur PoP for ONS - PAD will resolve this within a week
5	Problematic site list	<ul style="list-style-type: none"> - PAD will share the updated version by Sunday
6	Port Availability status in Looking Glass	<ul style="list-style-type: none"> - Port Status to be included while showing the result in Looking Glass.
7	Client version of KMZ and NWD site address	<ul style="list-style-type: none"> - PAD to share client version of KMZ (updated) and site address