# ***Meeting Minutes***

# ***Technology Management Meeting***

***September– 07, 2016***

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| **Attendees** |
| * Md. Arif Al Islam (CEO) * Rony Riad Rashid (CMO) * Jasim Uddin (CFO) * Md. A Jabbar Kabir (HoD, OM2) * Farhan Solaiman (Sr. Manager, Implementation) * Md. Ilmul Haque (HoD, Gateway Operations) * Md. Mostafizur Rahman (Manager, Corporate & Regulatory Affairs) * Pallab Kumar Sikdar (Manager, IT) * Abedur Rahman (Sr. Manager, Quality Control) * Iftekharul Uddin Priyom (Manager, Marketing) |

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| **Sl** | **Agenda Item** | **Discussion / Decision / Proposal** | **Responsible** | **Timeline** |
|  | **NOC: Eid Preparation** | Sr. Manager (NOC) presented an Eid Preparation for SCL Network. It has been instructed that in future a mechanism should be developed where information regarding responsibilities of the assigned department/personnel during eid should be sent maintaining a segregation process. For ex: an email to Implementation or O&M team regarding their responsibilities during Eid rather than sending them the whole plan. The CEO also instructed to ensure field teams to be more careful and vigilant near cattle haats. | HoD/Sr. Mgr (NOC) | During Eid-Ul-Azha Holidays |
|  | **Project Tractus Update** | HoD GO presented a successful completion of the Project Tractus. The CEO appreciated and congratulated the entire team for the successful completion of the project. The CEO personally congratulated the CMO for his role in leading the project in the most effective and efficient manner and to be able to finish it before deadline. The CMO also congratulated the entire Project Tractus team for their effort. The CEO instructed O&M team to take over the maintenance of the entire project. | CMO & and the entire project team | Closed |
|  | **Robi 52 Backhaul Project** | The project is successfully completed and handed over in due time. The CEO also congratulated the project team for the project completion. | Sr. Mgr Implementation | Closed |
|  | **Target Setting** | The CEO will select a team of 5/6 people for Target Setting. All HoDs are instructed to give their respective nominated names from their departments who can be potential member of the core team. The CMO will sit with the CEO regarding the selection process after Eid. | CMO/All HoDs | 28th/29th September |