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| **Cross Functional Meeting Minutes between Central Power & Rio-1** | | | | | |
| **Date** | **20-Jan-19** | | **Time** | **10:30 pm To 12:00 pm** | |
| **Location** | **TK Bhaban, 13th Floor, Rongdhanu** | | | | |
| **Invitees** | Abdullah al Mamun, Mubasser Hossain, Sharjil Rahman, Md. Golam Azam, Md. Azmir Hossain, Md. Saleh Uddin Jony, Md. Mushfiqul Islam Adnan | | | | |
| **Sl. No.** | **Agenda** | **Description** | **Responsible** | **Timeline** | **Remarks** |
| 1 | Power equipment feasibility check | Before any kind of device installation, swapping or dismantle, Rio-1 need to check the power requirement feasibility through central power team | Sub-center under Rio-1 | Immediately |  |
| 2 | Load status | Central power will share load status checklist immediately. Each sub center under Rio-1 will send load status report weekly to central power team for analysis | Central Power & Sub-center under Rio-1 | Immediately |  |
| 3 | PG & DG Information | Central power will share the PG & DG information again with Rio-1. Previously this information is shared with all Rio during the departmental shuffle. | Central Power | Immediately |  |
| 4 | DG & PG Fuel Management | Any kind of DG & PG fuel requirements need to verify by Central power before going to Admin team for processing. | Sub-center under Rio-1 | Open |  |
| 5 | Alarm Monitoring & Sms escalation | External power alarm section already exists in Phoenix tool. Rio-1 will check the sms escalation through NOC for smooth operation. Sub center concerns will handle Power related alarms promptly to avoid any kind of inevitable circumstances. | Sub-center under Rio-1 | Open |  |
| 6 | Resources Reediness | Sub Center heads will proactively involve their resources to exercise the power related issues. Central power already provided power training in different sub centers under Rio-1 and they will continue to provide more in depth power training according to training schedule. | Sub-center under Rio-1 | Open |  |
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