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| **Cross Functional Meeting Minutes between Central Power & Rio-2** | | | | | |
| **Date** | **20-Jan-19** | | **Time** | **3:30 pm To 4:00 pm** | |
| **Location** | **TK Bhaban, 3rd Floor** | | | | |
| **Invitees** | Abdullah al Mamun, Sharjil Rahman, Sohel Rana | | | | |
| **Sl. No.** | **Agenda** | **Description** | **Responsible** | **Timeline** | **Remarks** |
| 1 | Power equipment feasibility check | Before any kind of device installation, swapping or dismantle, Rio-2 need to check the power requirement feasibility through central power team | Sub-center head under Rio-2 | Immediately |  |
| 2 | Load status | Central power will share load status checklist immediately. Each sub center under Rio-2 will send load status report weekly to central power team for analysis | Sharjil Rahman, Mubasser Hossain & Sub-center head under Rio-2 | Immediately |  |
| 3 | 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 head under Rio-2 | Immediately |  |
| 4 | 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-2 and they will continue to provide more in depth power training according to training schedule. | Sub-center head under Rio-2 | Open |  |