# ***Meeting Minutes***

# ***Technology Management Meeting***

***September 19, 2016***

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| **Attendees** |
| * Rony Riad Rashid (CMO) * Jasim Uddin (CFO) * AKM Mahmud Hossain (GM, OM1) * Muhitur Rahman Shuvo (HoD, PAD) * Md. A Jabbar Kabir (HoD, OM2) * Md. Shariful Islam (HoD, NOC) * Md. Musleh Uddin (HoD, P & P) * Farhan Solaiman (Sr.Manager, Implementation) * Humayun Kabir Mollah (Sr. Manager, Supply Chain Management) * Md. Mostafizur Rahman (Manager, Corporate & Regulatory Affairs) * Pallab Kumar Sikdar (Manager, IT) * Abedur Rahman (Sr. Manager, Quality Control) * Iftekharul Uddin Priyom (DM, Marketing) |

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| **Sl** | **Agenda Item** | **Discussion / Decision / Proposal** | **Responsible** | **Timeline** |
|  | **Eid Network Status** | HoD NOC presented an update on Eid Network Status. Both Robi and GP network had minimum or no outage with 99.99% SLA target achieved. Teletalk had few hours outage which were rectified. All issues were escalated through proper escalation matrix set earlier.  Regarding other clients network, an error was found regarding total calculation of network outage hours which the CMO instructed to rectify and present the correct status in the next TMT meeting. | HoD NOC | Closed |
|  | **Dhaka Benapole Project** | The CMO instructed HoD Planning to present a Live Traffic Flow and an updated status in the next TMT meeting. | HoD PAD | 26.09.16 |
|  | **Robi 52 Backhaul Status** | The CMO expressed the CEO’s concern regarding few link downs of the project which were escalated by Robi counterpart. Sr. Mgr. Overhead has been instructed to look into the matter urgently. | Sr. Mgr. Overhead (Implementation) | 26.09.16 |
|  | **REB Permission Issue** | The CMO instructed HoD Planning to come up with an alternative strategy regarding network expansion plan with REB, considering REB’s defensive attitude due to several recent issues such as Transformer theft, fatalities, increase in maintenance cost and sharing of pole construction cost.  The CMO also instructed HoD Corporate Affairs to come up with a presentation on all previous REB issues and an update on the next TMT meeting. A meeting with the REB secretary needs to be fixed to solve issues in hand. | HoD PAD  HoD Corp. Affairs/HoD O&M1 | Open  26.09.2016 |
|  | **SCL Key Stakeholder’s list and reference** | HoD Corporate Affairs has been instructed to come up with a list of key SCL stakeholders along with their names and contact details to be formally posted through HR to all employees to find out whether any employee has any reference/relation with any one from the list. | HoD Corp.Affairs | 03.10.2016 |
|  | **Short run of all Missing Links inside Dhaka city** | Sr. Mgr. Quality Control was instructed to give a short run / list on all missing links (hand holing issue /duct issue) on different routes inside Dhaka city for all clients to be presented in couple of weeks. | HoD Quality Control | 03.10.2016 |
|  | **Dhaka Metro Rail Project** | HoD Corp.Affairs informed that Dhaka Metro Rail project work will resume soon (November first week). Meeting regarding the project have been held regularly where SCL representatives were also present. A couple of decision were made in these meetings which are as follows:  1. From Mirpur 12 to Agargaon, PGCP will dig open trench on both sides of the road and Titas Gas will do the same from Agargaon to Motijheel.  2. Other utility providers may use the common trench for their requirements. A directive has been issued in this regard by BTRC which says that no ANS operator can lay OFC in these common trench except NTTNs.  Considering this issue which may affect network and result in massive links down, the CMO instructed Manager, Sales to come up with a formal letter to be distributed to all concerned clients offering them to switch to bandwidth. | Manager, Sales | Open |