# ***Meeting Minutes***

# ***Technology Management Meeting***

***September 26, 2016***

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| **Attendees** |
| * Md. Arif Al Islam (CEO) * Rony Riad Rashid (CMO) * Jasim Uddin (CFO) * AKM Mahmud Hossain (GM, OM1) * Md. A Jabbar Kabir (HoD, OM2) * Sharmin Zaman (GM, Sales & Marketing) * 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. Ilmul Haque (HoD, Gateway Operations) * Md. Mostafizur Rahman (Manager, Corporate & Regulatory Affairs) * Abedur Rahman (Sr. Manager, Quality Control) * Iftekharul Uddin Priyom (DM, Marketing) * Faruq Ahmed (Sr. Manager, PAD) * Golam Azam (Sr. Manager, O & M 1) * Iman Kumar Saha (Sr. Manager, Finance) |

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| **Sl** | **Agenda Item** | **Discussion / Decision / Proposal** | **Responsible** | **Timeline** |
|  | **NOC: Eid Network Status** | HoD NOC presented a network status during Eid ul Azha 2016. CEO instructed HoD NOC to prepare a short summary of SLA achievement report of last few months for GP, ROBI and Teletalk for CMO for a small celebration with the clients as part of PR. | CMO, HoD NOC | October 03, 2016 |
|  | **O & M: Redlimpia Project: Chittagong Status** | The CEO instructed HoD O&M 1 to select a vendor for maintenance of the Chittagong route especially as there were some missing POC Boxes, dumped cables in slabs found by the audit team. | HoD O&M 1 | October 03,  2016 |
|  | **O & M: Underground Maintenance Model** | HoD O&M2 presented an underground maintenance model. The CEO has asked to come up with an elaborate two year strategic plan which includes issues such as regional team allocation, vendor alignment, team members with allocation of technicians, engineers, splicers who have experience in all fields which includes underground, overhead, maintenance and power.  Among the 3 models being proposed, most of the HoDs have expressed their willingness to pursue the Hybrid UG model where few operations will be done in house and few being outsourced to vendors which the CEO also agreed. | HoD O & M 1&2 / HoD P & P | Open |
|  | **Regional employee/Head Allocation** | The CEO also suggested to make a plan for the next tier employees to be allocated as regional heads nationwide as technology experts over time. | HoD O & M 1 & 2 | Open |
|  | **Region wise dashboard monitoring system** | HoD NOC has been asked to sit with HoD O&M and try to create a region wise dashboard monitoring system as part of effective monitoring & maintenance strategy. | HoD NOC, HoD O & M 1 and 2 | Open |
|  | **Outside Agenda:**  **Dhaka Chittagong Project** | HoD P & P has been assigned to be the project manager of the Dhaka Chittagong Project. | HoD P & P | Open |
|  | **Wifi Offloading Project Proposal** | Sr. Manager (O&M1) and Sr. Manager (PAD) has been assigned by the CEO to come up with a Wifi Offloading Project Proposal.  The objective of the proposal should be 1. Most efficient Technology Solution (may not be price wise cheapest) 2. Technology solution to be applicable in the context of Bangladesh. 3. Market analysis which includes current technology used by telcos, their pricing strategy along with cost analysis. | Sr.Mgr (O & M 1), Sr. Mgr (PAD) | October 17, 2016 for (Sr. Mgr. PAD)) and  October 24, 2016 for (Sr. Mgr O&M1) |
|  | **China Trip experience sharing and Take in from the trip** | HoD O&M1 and HoD NOC shared their experience regarding their recent trip to China. One of the take in of the trip was to find and order POC BOX from Huawei. The CEO asked to add value by taking in more from such trips especially to be able to find new vendors for business engagement.  The CEO also asked HoD P&P to look for vendors for wifi devices with high capacity in his upcoming China trip. | HoD O&M1 and HoD NOC  HoD P & P | Open |
|  | **Goal Setting Strategy** | All HoDs will have to propose names/members of their respective departments as part of the Goal Setting Strategy team to be finalized by the CEO. | All HoDs | October 3, 2016 |