# ***Meeting Minutes***

# ***Technology Management Meeting***

***October – 10, 2016***

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| **Attendees** |
| * Md. Arif Al Islam (CEO) * Rony Riad Rashid (CMO) * Jasim Uddin (CFO) * AKM Mahmud Hossain (GM, OM1) * Sharmin Zaman (GM, Sales & Marketing) * Muhitur Rahman Shuvo (GM, PAD) * Md. Ilmul Haque (GM, Gateway Operations) * 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 (Sr. Manager, Corporate & Regulatory Affairs) * Pallab Kumar Sikdar (Sr. Manager, IT) * Abedur Rahman (Sr. Manager, Quality Control) * Iftekharul Uddin Priyom (Manager, Marketing) * Faruq Ahmed (Sr. Manager, PAD) * Golam Azam (Manager, O & M 1) * Arifin Haque (Manager, SCM) * Shah Md. Asif Mahmud (Asst. Mgr, SCM) |

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| **Sl** | **Agenda Item** | **Discussion / Decision / Proposal** | **Responsible** | **Timeline** |
|  | **PAD:**  **DHK – CTG – CXB Network Expansion** | HoD PAD presented a proposed UG fiber expansion scenario of DHK-CTG-CXB. The CEO instructed to align the routes, as per the diagram presented, considering the usage of Airtel POPs with Summit’s underground for connectivity.  HoD CRA has been instructed to see if SCL can start Dhk-Ctg underground work (first 50km at least) before the deadline of Dhk–Ctg four lane highway project completion and handover December deadline.  HoD O & M 1 has been instructed to come up with an expedited plan for PGCP in the next tmt meeting.  HoD PAD has been instructed to come up with PGCP POP plan in the TMT meeting on 24.10.2016 | HoD PAD  HoD CRA  HoD O&M1  HoD PAD | 24.10.2016  Open  17.10.2016  24.10.2016 |
|  | **SCL core network Architecture** | HoD PAD presented a core network architecture plan for SCL. The CEO instructed to make a table regarding traffic inflow of all different core locations of SCL considered for proposed topology. The CEO wants to understand why Mirpur & Paltan locations, for example, are not considered as core locations especially considering ISP business potential. A table with columns for both current traffic and projected traffic is expected. | HoD PAD | 24.10.2016 |
|  | **Releasing Leased Capacity** | HoD PAD presented an active and passive leased capacity table for NTTN. The CEO instructed to bring similar summary table for ITC as well. The table should also have exact timeline for respective parties, release plan for leased capacity from GP and BTCL along with all their financials. The financials to be presented in the next TMT. | HoD PAD | 17.10.2016 |
|  | **P&P: Dhaka-Cox Bazar DWDM expansion project** | HoD P&P who is also the project manager of the DhK –CXB project presented a Gantt Chart for the project along with project timeline which is Nov 30, 2016 | HoD P&P | 30.11.2016 |
|  | **Satellite TV cards** | The CEO instructed HoD PAD can go ahead with the purchase plan of buying satellite tv cards (qty: 4/5). He asked to find suppliers with the help of HoD CRA. | HoD PAD | Open |
|  | **NOC:** **SCL Telco Network Performance Trend** | HoD NOC presented a SCL Telco Network Performance Trend chart where Teletalk had the best network uptime and availability than GP and Robi. SCL achieved the target SLA which is more than 99% over the last one year. The CEO has given a go ahead to HoD NOC to celebrate the Teletalk success. | HoD NOC | Open |
|  | **CRA: CRA Milestone – October 2016** | HoD CRA has presented few achievements on behalf of their department over the last couple of years which the CEO highly appreciated. The CEO instructed to circulate a copy of DMP clearance for working at late hours to all vendors and employees engaged in implementation work. The CEO also instructed to circulate the set of permission letters to the management. | HoD CRA | 17.10.2016 |
|  | **SCM: Logisitics activity and update** | HoD SCM presented an overall shipment scenario from 2014 to 2016 (Jan to Sep) along with the work performance of all forwarding agents. The CEO instructed to consider cost analysis in the charts along with PO lead time. The CEO also instructed to ensure an overall company SCM objective and strategic timeline along with a strategy matrix with specific tools and techniques. The objectives such as: a) Cost Reduction, b) Ensuring quality of goods c) Faster release of goods from port to warehouse. d) Warehouse stock management, along with their specific plan.  HoD SCM should mail the presentation slides to management and CEO and ensure readable format.  CEO also instructed HoD O&M1 and O&M2 and find out the status and reasons for unused cable lying in the warehouse. | HoD SCM | 17.10.2016 |