# ***Meeting Minutes***

# ***Technology Management Meeting***

***August – 01, 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) * Md. Asif Hossain (Sr. Manager, HR) * Humayun Kabir Mollah (Sr. Manager, Supply Chain Management) * Md. Ilmul Haque (HoD, Gateway Operations) * 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** |
|  | **NOC:**  **Performance of lease connectivity and impact on SCL network** | HoD NOC gave a presentation on performance of vendors whose lease connectivity creates an impact on SCL network. The presentation was appreciated by the CEO and a monthly presentation (summary) of similar kind is encouraged.  The CEO instructed to prepare a list and summary of claims, LDs, costs along with all clauses of clients having network outages/downtime.  HoD GO is also asked to prepare a summary of gateway vendor performance analysis for outages to use it for references in future meetings with for ex: TATA, Bharti – Mumbai etc. | HoD NOC  HoD GO, NOC  HoD GO | 2 weeks  2 weeks |
|  | **Implementation:Work status of Robi 50 BB Project** | A progress report was presented by Sr.Mgr I & C. Out of a total of 52 sites, 19 sites were completed in June, 14 in July and the remaining 19 sites are expected to be complete by the end of August. | SM I & C | Deadline  Aug 31st |
|  | **Gateway Operations: Project Tractus Update** | A summary of the project was presented by HoD GO. The CMO highlighted the accelerated progress of the project (HDD work, POP) at a very short period of time. | HoD GO |  |
|  | **Process** | An update on Process needs to be presented to the CEO in the next TMT meeting. | CMO | August 8 |
|  | **Exchanging Gifts** | Receiving/accepting any gift in any form from vendors/suppliers is strictly prohibited. HR is instructed to send an email to all employees keeping management in cc. | HOD HR | By this week |
|  | **Duct** | Sr.Mgr Implementation is asked to provide a report on Duct (length and color quality). A quality test report from BUET is also expected. | SM Implementation | August 8 |
|  | **Underground Phase 1, 2 and 3 work status** | Underground phase 1, 2 and 3 work status and progress report needs to be presented to the CEO in the next TMT meeting. | HoD PAD & Implementation | August 8 |
|  | **Summit Center Power expansion** | The CEO will remind Mr. Helal Khan, Director of Summit Power regarding generator space requirement for Summit Center. HoD PAD needs to sit with CEO regarding POP expansion considering the Summit center power situation/ expansion. | CEO and HoD PAD |  |
|  | **Sales: GP Frame Agreement Review** | HoD NOC is asked to find out whether SCL ever had a 72 hrs downtime in any of its GP sites in a given month in recent time.  HoD Sales is instructed to sit with GP to work out all queries and clarify calculations for LD proposals and SLA.  The CEO instructed Sr.Mgr (PAD) to find the international standard practice for SLA calculation | HoD NOC  HoD Sales  Sr.Manager (PAD) | August 8 |