# ***Meeting Minutes***

# ***Technology Management Meeting***

***August – 08, 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** |
|  | **Implementation:**  **Underground work status of (Phase 1, 2, & 3)** | Sr. Mgr. I & C, Implementation presented a project summary. The CEO instructed that all completed links of phase 1 & 2 to be on aired and updated with planning.  A show cause letter to the underground team needs to be issued for the delay in completing all links (phase 1 & 2) in due time.  Regarding all phases, a plan from Corporate Affairs needs to be presented.  The CEO will also sit with CMO for planning out details for the 90 days underground work plan. | HoD PAD,  HoD, S&M Implem.  HR, HoD Implem.  HOD Corp. Affairs  CMO | August 22  August 15  August 15  August 11  (Thursday, 12pm) |
|  | **SCM: Optical Fiber Cable Status** | The CEO asked HOD Planning to show a plan on cable laying for network expansion.  HoD SCM has been instructed to present a summary for all cable stock ( for both projects and old stock)  HoD SCM is also instructed to come up with a graphical presentation (Bar Chart) which shows the timeline from PR generation to PO to delivery.  HoD IT is instructed to present the PR/PO process management tool. | HoD PAD  HoD SCM  HoD SCM  HoD IT | August 15  August 15  August 15  August 15 |
|  | **SCM: Safety equipment project status** | An open session (town hall meeting) is to be arranged with all 63 vendors regarding health and safety awareness. The session will include both appreciation and feedback session along with pictorial examples and demonstrations. | HoD SCM & HoD Quality Control | August 22 |
|  | **Admin: Proposal to move from Haq tower to Pragati tower** | HoD Admin is instructed to look into more nearby buildings available for rent currently. The CEO also instructed to negotiate price further down for Pragati Tower. | HoD Admin | August 22 |
|  | **O & M : Update on PGCB** | The CEO wants to see a timeline for 278 km light up and a solution for Ghorashal to Ashugonj link - bottleneck. | HoD Planning & HoD O&M1 | August 15 |
|  | **Underground Maintenance (Project Redden)** | Regarding client confirmation issue the CEO instructed HoD NOC to sit with clients (ISP clients mainly) and discuss solutions considering clients’ satisfaction. | HoD NOC | August 22 |