**Date : 28/5/2017 ( 12.00 PM)**

**Meeting : POP expansion**

**Place : Tk Bhaban**

**Attendant :**

**Department :**

**Planning:**

Muhitur Rahman Shuvo

Prianka Datta Suma

**Sales and Marketing:**

Sharmin Zaman

Sayed Rakib Ahmed

**Power & Project:**

Md. Musleh Uddin

Kowshik Mushfiq-Ur-Rahman

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda | Decision point | Responsible person | Date |
| 1st priority PoP list | 1st priority urgent pop list will be provided by today to P&P team from Planning team.  **Total number of 1st priority pop is 41**. (26+15=41). This priority list has made on basis of marketing requirement. These all POPs are consider as access pop with less backup power. | Miss. Prianka Datta | 28/5/2017 |
| Marketing will share client lat long for better pop selection for urgent 26 pops. | Mr. Sayed Rakib Ahmed | 29/5/2017 |
| P&P team will take initiative for pop survey after getting the lat long and final list. After completion of survey, next week P&P will share the pop acquisition status. | Kowshik Mushfiq-Ur-Rahman | 4/6/2017 |
| 2nd priority PoP list | **29** number of pops are 2nd priority for marketing which are matching with info Sarkar. This list will convey Marketing to Planning.  Planning will recheck the list & forward it to P&P. | Mr. Sayed Rakib Ahmed  Miss. Prianka Datta  Kowshik Mushfiq-Ur-Rahman | 30/6/2017 |
| 3rd priority PoP list | Marketing have provided their requirement in info-Sarkar place. Total requirement was **145** (52+93). Marketing will provide priority list for 145 pop | Mr. Sayed Rakib Ahmed | 30/6/2017 |
| Time line | Within two week P&P will provide the overall pop readiness time line and provide approximate urgent pop establishment time line. | Kowshik Mushfiq-Ur-Rahman | 11/6/2017 |