# ***Meeting Minutes***

# ***Technology Management Meeting***

***August – 22, 2016***

|  |
| --- |
| **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) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl** | **Agenda Item** | **Discussion / Decision / Proposal** | **Responsible** | **Timeline** |
|  | **O&M: PGCP 244 km fiber light up schedule** | HoD O&M 1 presented a 244 km Fiber on air schedule. The CEO wants the remaining 2000+ km light up plan to be presented in the next TMT meeting. The presentation should include plan for POP location, priority routes, project team, etc. | HoD O&M1 | Aug 29 |
|  | **NOC: Weekly UG Link Down (day wise issue analysis)** | HoD NOC presented a weekly UG link down report. For all client confirmation pending issues, the CEO expects a mechanism where NOC should communicate with MKT (KAMs) and inform them about the link downs (downtime), so that the KAMs can themselves communicate with the clients (through phone call, sms) informing them about the delay in restoration/response either from their side or from SCL. | HoD NOC, MKT | Continuous |
|  | **NOC: Launching plan of short code and new email address of NOC** | The CEO gave permission to launch the short code and new email address of NOC. | HoD NOC | Continuous |
|  | **Dhaka city POP** | The CEO wants to see a bandwidth sale plan (technology readiness) in Dhaka city to be presented on the next TMT meeting. | HoD Planning | Aug 29 |
|  | **Gateway Operations: Project Tractus Update** | HoD GO presented an update on project Tractus. HDD work of 463 km has been completed which has been achnowledged. 2 POP locations are a major concern for the project: Mohakhali & Summit Center. Banani and Paltan POP are considered to be options, respectively, for probable solutions. The CEO asked Sr.Mgr Planning to see whether Paltan POP can be considered as an alternative for Summit Center concerns. | HoD GO / Sr. Mgr. Planning | Aug 29 |
|  | **Implementation: Robi 50 BB project Status** | Sr.Mgr Implementation (I & C) presented an update on the project. The CEO wants an email to be prepared to be sent to Morshed bhai of Robi regarding failure in connectivity due to device error of Robi for 3 sites of the project which are ready for handover. | HoD Sales | Aug 24 |
|  | **IT: PR and PO management system** | HoD IT presented a PR & PO management tool. HoD IT has been instructed to demonstrate the tool to the users, especially to the HoDs for additional requirements and feedback. Issues such as new items, indicative price, returned items, warranty and transfer between warehouses need to be incorporated. | HoD IT | Sept 19 |
|  | **Process Automation** | The CEO instructed HoD IT to come up with a presentation on process automation in the next TMT meeting. | HoD IT | Aug 29 |