# ***Meeting Minutes***

# ***Technology Management Meeting***

***August – 29, 2016***

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| **Attendees** |
| * Rony Riad Rashid (CMO) * Jasim Uddin (CFO) * AKM Mahmud Hossain (GM, OM1) * 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. Ilmul Haque (HoD, Gateway Operations) * 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** |
|  | **PAD: Network Audit Report – Juniper** | An audit has been done and some recommendations have been provided by the audit team. HoD Planning ensured that most of the criteria are met by SCL. The CMO asked HoD Planning to come with a formal report of the entire audit with issues such as outage time, link/site downtime, packet loss, etc. by tomorrow.  The CMO also planned to sit with the CEO and HoD Planning regarding tertiary mechanism (tertiary redundancy plan) and how to solve problems regarding network. | HoD PAD  CMO / HoD PAD | Aug 30th 2016  Open |
|  | **Finance: Fixed Asset Register Project** | The CFO introduced a new project named – “Fixed Assets’ Physical Verification, Coding, Reconciliation & Tagging” along with a project charter and team members from each department. A total of 245 locations/sites will be considered in phase 1. The CMO instructed to include the list/classification to be considered in phase 2 and phase 3 as well in the project charter and queried about the minimum threshold in terms of cost/pricing. The CMO expects full cooperation and support from all departments for the success of the project. Estimated project deadline – November 10, 2016. Next update of the project to be presented on first week of October. | CFO | October 3, 2016 |
|  | **IT: Process Automation (OPUS) Status** | HoD IT presented an update on the Automation process. The following processes are not yet finalized: Fault handling, new project, New link (gateway), Link Up gradation (gateway), Link Cancellation (gateway). All HoDs and concerned personnel are given 72 hrs by the CMO to come up with a final solution and deadline. | HoD IT, All HoDs | October 1, 2016 |
|  | **Implementation:** **Work Status of Robi 50 BB Project** | Sr. Mgr (OH) presented an update on the project. Following are the few challenges being faced:  \*10 sites of Chittagong - Cox’s Bazar, Ukhia and Teknaf are without redundancy. 4 sites will be protected by 31st August and remaining 6 sites will be protected by 10th September, 2016.  \*2 sites of Comilla (CMMDN04 & CMDBD15) are without protection due to REB permission issue. SCL will complete the link conventional way as soon as the REB permission issue solved.  \*Need to finalize PAT schedule ASAP for successful completion of the project. But active device will not be available before 3rd week of September 2016.  The CMO instructed to set a new project deadline. | Sr. Mgr (OH) / CMO | Sep 30, 2016 |
|  | **O & M: Underground Maintenance Model** | HoD O&M 2 presented an UG Maintenance model along with a SWOT analysis. The CMO suggested to add more information and real SCL scenarios in the SWOT analysis which looked very basic. Parameters such as geographical context, security context and the context of SCL experience needs to be highlighted. The CMO gave a month extension in timeline to come up with a new presentation along with recommendations whether to outsource maintenance or keep maintenance within the company. | HoD O&M2 | Sep 26, 2016 |
|  | **O & M: PGCB new fiber lease schedule with priority** | HoD O&M1 presented a 2243 km fiber scenario of PGCB project. The CMO instructed to find a tentative investment/cost analysis to relocate all POPs outside PGCB area (due to declaration of new KPI zone by govt.) Also it has been decided that no new POPs should be made in PGCB area anymore. | HoD O&M1 | Sept 7, 2016 |
|  | **Gateway : Project Tractus Update** | HoD GO presented an update of the project. Hand hole completed, all POPs completed. The project is on track as per 20 September deadline. | HoD GO | Sep 20, 2016 |
|  | **SCM: Duct Test Report from BUET** | HoD SCM presented a report on BUET duct test. Between ducts of Navana, RFL and Bengal, Navana duct has given better results compared to the other two. Regarding duct being still being damaged in the field, the CMO will sit regarding this issue separately. | HoD SCM |  |
|  | **P&P: Dhaka Data Center Power Status** | HoD P&P presented a load status of Dhaka data center. Major challenges are transformer and Generator. Presently transformer is working on 80% load Expansion of Dhaka Data Center is not possible until the substation is upgraded. Presently genset is running on 96% load (It is standard to run genset on 80% load.  Challenges include: Inserting the genset from outside to the basement. Space allocation problem at the basement for the placement of genset. Limited space for genset exhaust and ventilation.  The CMO wants to sit with CEO and HoD P&P with top most urgency regarding this issue | CMO / HoD P&P and CEO | Sep 02, 2016 |
|  | **Outside Agenda:**  **SCM Performance** | HoD SCM has been instructed to come up with a presentation on SCM Performance. The presentation should include all timelines - how long it took SCM to release goods of recent consignments of different projects. | HoD SCM | Sep 07, 2016 |