

# BUSINESS AUTOMATION LTD

BDBL Bhaban (9th floor)  
12 Kawran Bazar, Dhaka-1215

## Management Committee Meeting

Meeting No: 145<sup>th</sup>

Date of Meeting: 05 Aug 2023

Time: 02:30 pm

Venue: Kawran Bazar Office

### **Agenda**

<b>Sl.</b>	<b>Description</b>	<b>Action Required</b>	<b>Remarks</b>
1	Minutes of the meeting no 144.	Confirmation & progress evaluation.	The draft minutes has been distributed earlier. Enclosed in E-01
2	Business Development & Project Development outlook.	Notification to honorable members.	It will be presented by honorable Director Mr. Shoeb Ahmed Masud.
3	Financial Outlook: a) Expenditure & collection budget for the period from Aug'23 to Oct'2023	Presented for discussion.	a) The budget is presented in E-02
4	b) Client wise report on budgeted collection and actual collection of July'23	Presented for discussion.	b) The collection report is presented in E-03
5	c) Head wise report on expenditure of July'23 as to budget & actual	Presented for discussion.	c) The expenditure report is presented in E-04
6	d) Budget of Annual Event	Presented for discussion.	d) The budget of Annual Event is presented in E-05
7	Operational Matters: HR Report	Notification to honorable members	Report is presented in E -06
8	Monthly reports of following committees. a) Promotion Board Committee (Monthly) CP-Mr. Bazlul Haque Biswas	a) Presents for review.	Submitted reports are presented. a) Last reviewed in April'23.
9	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	b) Presents for review.	b) Last reviewed in April'23.
10	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) Presents for opinion.	c) Report is submitted.
11	d) CSS & Welfare Fund Committee (When required) CP-Mr. Md. Mithu Pramanik	d) Presents for opinion.	d) Report was submitted in May'23.
12	e) Document Management Committee (Monthly) CP-Mr. Rashidul Hasan Liton	e) Notification to honorable members.	e) Report was submitted in April'23.
13	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.	f) Presents for review.	f) Report was submitted in May'23.

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14	Miscellaneous: a) Mr. Mir Hossain Kabir	a) Mr. Mir Hossain Kabir is working at Rajshahi Office as in-charge of Mobile Apps & Games Team.	a) It is recommended to be promoted to Head of Mobile Apps & Games.
15	b) Mr. Kazi Mohammad Murade Alam	b) He was Head of IT Help Desk & Call Center at Ashkona Office. At present he is working with Project Operation Team.	b) It is required to be discussed about his position.



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Member Secretary