

Department of Computer Science and Engineering Bangladesh University of Engineering and Technology

A DTC (CSE BRTC) meeting was held on the 12th of January, 2010 (Sunday) at 3:00 PM in the office of the Head of the Department. The meeting was presided over by Prof. Dr. Md. Monirul Islam, Head, CSE, BUET. The list of members who attended the meeting is enclosed herewith. Followings are the resolutions taken during the meeting.

Agendum#1: Regarding the IPO Lottery Project and IPO Lottery Software

The requirement for a dedicated team for the purpose of proper maintenance and future possible development of the IPO lottery S/W was discussed and appreciated by the respected members. The possible format of the team as well as a remuneration scheme for the members of the team was discussed at length. For the purpose of forming a team options were taken during the meeting and a team was formed based on the given options. In the sequel, the following decisions were taken.

Resolution#(12/01/2010 – 1.a): A team for the maintenance and future development (M&D Team) of the IPO lottery S/W was formed comprising of the following members:

1. Dr. Mohammad Mahfuzul Islam (Convenor)
2. Mr. Shahrear Iqbal
3. Mr. Md. Tanvir Al Amin

The responsibilities of the team are to be as follows:

1. Each member of the team, individually and collectively, must study the source code of the IPO lottery S/W. Each member must be able to perform any required changes in the S/W independent of the other members.
2. The team will perform the routine maintenance of the IPO lottery S/W and incorporate any required minor changes.
3. For any problems related to the IPO S/W, the team will be responsible to give proper required attention to solve the problem.
4. If a member of the team takes a leave (short/long/temporary/permanent), he must officially assign a respected faculty member after properly training him as a replacement during the time of his absence. If the convenor is going to take a leave, he must also assign a team-member as the convenor of the team.
5. One of the members of the M&D team shall always be included in the IPO lottery conduction team and he shall be responsible to run the lottery S/W during the lottery conduction with the help of the other team-mates. It is the responsibility of the convenor of the M&D team to select the respective member to accompany the IPO lottery team and coordinate with the BRTC Secretary and the team leader of the IPO lottery conduction team.

Agendum#2: Informing the BRTC income of the respected faculty members for the period July 2008 to June 2009 and July 2009 to December 2009

The above-mentioned income reports were placed before the respected members for their review.

Agendum#3: Regarding the change of the DTC Secretary

Resolution#(12/01/2010 – 3.a) Dr. Md. Mostofa Akbar will be the next DTC Secretary. However, he will assume the responsibilities of the DTC Secretary after the successful completion of the AB-Bank/Backoffice project. It was estimated that this would require around 3-4 months. Dr. M. Sohel Rahman will continue to act as the DTC Secretary until then.

Agendum#4: Regarding the progress of the ongoing BRTC projects

The current states and progress of the ongoing BRTC projects were informed by the respective project leaders. As for the project titled, "Tender Document preparation for the MRP", the following resolution was taken.

Resolution#(12/01/2010 – 4.a) An official reminder must be sent through BRTC, BUET to expedite the processing of the bill of the project.

Agendum#5: Regarding the inclusion of Mr. Iqbal Hossain as a BRTC member

The prayer of Mr. Iqbal Hossain to include him as a BRTC member of CSE, BUET was give full consideration and the matter was discussed at length. The following decisions were taken regarding this matter.

Resolution#(12/01/2010 – 5.a) Since the CSE, BRTC rule only assumes full time faculty members as the BRTC members, Mr. Iqbal Hossian can not be included as a BRTC member. However, he may be included in any BRTC project as needed and proper remuneration considering his position shall be ensured.

Resolution#(12/01/2010 – 5.b) Mr. Iqbal Hossian may be included in the IPO lottery conduction team as an officer (not as part of the main conducting team). In such a case, his remuneration should be twice that of the senior officer accompanying the team (2*2500/= as per the current approved rate). This extra money will be deducted from the common pool contributions of the faculty members.

Agendum#6: Miscellaneous

In the miscellaneous category the issue of different modes of circulating the options for different projects was discussed and the following resolution was taken regarding this.

Resolution#(12/01/2010 – 6.a) The option list for different projects will always be kept at the office of the Head of the department and all respected faculty members will be notified about the option list via group e-mail (cseteachers).

Finally the meeting ended with a vote of thanks from the chair.



Dr. M. Sohel Rahman
Assistant Professor



Dr. Md. Monirul Islam
Professor & Head