

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

A DTC (CSE BRTC) meeting was held on the 13th of July, (Tuesday) 2010 at 10:30 AM in the Teachers' Lounge 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 BHBFC Project: The current status of the BHBFC project was discussed. It was mentioned that the project shall be officially started very soon. Considering the nature of the project, a number of issues were discussed. In the end, the following resolutions were taken regarding this matter.

Resolution#(13/07/2010 – 1.a): A workshop shall be arranged for the team members of the BHBFC project. The workshop shall cover the topics related to S/W requirement analysis, design methods, documentation etc.

Resolution#(13/07/2010 – 1.b): It was decided that Prof. Dr. Mostofa AKbar, Dr. Reaz Ahemd and Mrs. Nusrat Sharmin Islam shall act as the resource persons of the workshop.

Resolution#(13/07/2010 – 1.c): Since only the team members of the BHBFC project shall be participating in the workshop, the related expenditures including the honorarium of the resource persons shall be borne by BHBFC project.

Resolution#(13/07/2010 – 1.d): The workshop may be offered as normal short course under the banner of IAC afterwards.

The request of BHBFC to consider an official (who is currently in LPR) of BHBFC as an external consultant of this project was discussed at length. In the end the following decisions were taken.

Resolution#(13/07/2010 – 1.e): Since the official under consideration is in LPR, there is no way to include him as an external consultant unless BHBFC gives him explicit permission to work as a part-time consultant.

Resolution#(13/07/2010 – 1.f): If the domain knowledge of the official under consideration is absolutely necessary, the consultant team of CSE, BUET may set up meetings with him. The official, if present, may be paid a meeting money for this. The meeting money shall not be over 1000/= (One Thousand Taka Only). The members of the CSE consultant team shall not be paid any meeting money.

Agendum#2: Record Keeping of the Head BRTC Account: In continuation of the resolutions of the previous meeting (Resolution#(21/06/2010 – 3.d, 3e)), the following decisions were taken regarding the above matter.

Resolution#(13/07/2010 – 2.a) If and when money is distributed to the Head BRTC account as direct expense, the project leader shall give an input in the BRTC Project Advances Register book.

Resolution#(13/07/2010 – 2.b) A monthly statement for the Head BRTC account shall be taken from the bank. A check shall be performed against the statement and the BRTC Project Advances Register book. This check shall be done by one of the employees of the department.

Agendum#3: Miscellaneous: The following decisions were taken in the Miscellaneous category.

Resolution#(13/07/2010 – 3.a) On medical ground, at the request of Dr. A.K.M. Ashikur Rahman, it was decided that he will assume the responsibilities of the BRTC secretary after a month or so.

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



Dr. Md. Monirul Islam 19.7.2010