

Meeting Minutes of Project Performance Monitoring Meeting (PPMM)

The Project Performance Monitoring Meeting (PPMM) was held on January 17, 2015 at 10.30 am at Principal Office, COAST Trust. The meeting was chaired by Executive Director, COAST Trust.

Agenda

The following agenda were discussed and decision were taken accordingly

- Last PPMM minutes review
- Field level M&E format
- Monthly meeting
- PCM
- Internal Review
- staff capacity development
- Accounts officer transfer process
- Advanced plan
- Project Training process
- Audit & field visit feed back
- Presentation
- AOB

Discussion & Decisions:

The discussion on agenda and decisions of the meeting are given in the following table.

SL	Agenda	Decision and Discussion	Dateline	Responsibility
1	Last PPMM minutes review	<ul style="list-style-type: none">- Flip chart has to published- All PC, M&E & others (according to manual) will take loan from operation to purchase a smart phone- Desktop news letter will be published two version such as Bangla and English- Every staff (who is driving the motor cycle) collects the motor cycle driving licenses from BRTA.- VAT, TAX will be paid on 15th day and last day of every month	<ul style="list-style-type: none">- 30 January 2015- 31st January 2015- Continue- Continue	All PC

2	M&E format	<ul style="list-style-type: none"> - After fill up Field level M&E format will be send. - A monitoring workshop will be held on February 2015 at principal office 	<ul style="list-style-type: none"> - 30 January 2015 - First week in February 2015 	All PC & M&E
3	Monthly meeting	<ul style="list-style-type: none"> - Monthly meeting minutes will be send to focal person and also send by CC to director & ED. - A report on English will be written in every week - After end of meeting decisions will be read in the meeting. 	<ul style="list-style-type: none"> - Continue - continue 	PC
4	PCM	<ul style="list-style-type: none"> - Before in the meeting agenda & objective will be select. - Project on based a block will be created in COAST website and case study, News letter etc will be published in here. - Impact level of front line will be motivated and emphasize in empowerment. - All staff will be maintained winter session cloth use manual. 	<ul style="list-style-type: none"> - Continue 	PC & IT Section
5	Internal Review	<ul style="list-style-type: none"> - Every project will be arranged an internal review. Focal person and two PIU person will make a team. - Participatory and transparency process - According to plan of operation activities will be check - Impact level visit - COAST Generic issues will be check - Project review duration is 2- 	February 2015	PC, M&E & Focal person

		<p>3 days.</p> <ul style="list-style-type: none"> - After end of the day a workshop will be held at PIU office where all staff will participate. - Focal person, PC &M&E are responsible to the make report - PC &focal person will be discussed generic issues. - After end of workshop PC will be written a report. 		
6	staff capacity development	<ul style="list-style-type: none"> - No complain about colleague in meeting - Don't discussed personal Bill and interest in the meeting. - Meeting agenda will be select before arrange the meeting - Local staff will not go or meet with accounts desk in Samim, Khokan, Hasan and Mizan's project office. - Before any decision making organization step will be established. - No relation buildup with political leader, shopkeeper, vendor etc and do not give invite in office generally and festively. - Do not receive unknown number. - Do not give commitment to the people about recruitment of COAST job 	Continue	PC
7	Advanced plan	<ul style="list-style-type: none"> - Every Leader of the project will be made three month, monthly and daily advance plan - PC & M&E will send to focal person and another will send to PC 	Continue	PC &M&E

8	Project Training process	<ul style="list-style-type: none"> - All project annual training plan/schedule will be send to head of the gender and training division. 	30 January 2015	PC
9	Audit & field visit feed back	<ul style="list-style-type: none"> - SGSP will give satisfactory answer and solve audit finding points - Due to solve the audit finding who will go PIU office from principal office PC will be paid all cost 	<ul style="list-style-type: none"> - 25 January 2015 - Continue 	PC
10	SGSP	<ul style="list-style-type: none"> - Every staff who are stay in SGSP office in night they have to paid or cut 500 TK from salary 	<ul style="list-style-type: none"> - continue 	PC
11	SEEDS	<ul style="list-style-type: none"> - which kinds of book & which class were distributed at Ramu from CODEC Shikon School is to look. 	<ul style="list-style-type: none"> - 30 January 	PC
12	Accounts officer transfer process	<ul style="list-style-type: none"> - Every accounts officer will be transfer within one year. 	<ul style="list-style-type: none"> - Continue 	
13	Quarterly report	<ul style="list-style-type: none"> - In the part of quarterly report brief part will fill up paragraph size according to format on based. - In the format of quarterly report monthly part will be fill up and send 5 of every month. - Two case study will make in every month and PC will make it. 	<ul style="list-style-type: none"> - Continue 	PC
14	Presentation	<ul style="list-style-type: none"> - All project Coordinators presented of project progress. 		
15	AOB	<ul style="list-style-type: none"> - SEEDS,CLS,C4D will separately arranged picnic and other project will arranged with share micro 	<ul style="list-style-type: none"> - February 2015 - 20 January 	

		credit staff - All project picnic schedule will be send within January	2015	
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The meeting is conducted according to agenda and took discussion in specific point by open discussion. Having no other discussion on the meeting the Director concluded the meeting by giving thanks to all.

Documented by

Abdullah Al Mamun
M&E Officer- SGSP Project

Moderated by

Sanat K. Bhowmik
Director