

COAST, Principal Office, Dhaka. Date: 31 October, 2018.

A meeting was held in PO on 31 October, 2018 chaired by Executive Director. The notes of the meeting are as follows:

SI	Decisions	Responsible professionals	Date line
1.	Three monthly plan, monthly plan, weekly plan and daily plan must be done.	All colleagues	On going
2.	Director will check the daily plans of the colleagues regularly.	Director	On going
3.	Colleagues should grow a habit of reading newspapers in the morning before come to the office.	All colleagues	On going
4.	A one-day training will be arranged for all colleagues on how to use google drive and share this file and drop box.	All colleagues	30 November
5.	Staff orientation on ' How to say NO ' Munir will prepare Papers and Rumea will arrange a 2-day workshop	Director+ MHM+FAR	10 November
6.	By the next 2 months all the projects will be audited	AKB	On going
7.	MF meeting will be conducted in each 15 days in PO including all operation staff	TSH+MKA+AKB+SA H+SKB	On going
8.	FDMN latest Report should be prepared by Tutul	SAT	15 November
9.	BoT Preparation - Deed Trustee edit by AKB - HR PPT will be summarized Next BoT - BoT Meeting Minutes upload in website 10 November.	ED+AKB Sumaiya Abir	
10.	IDCOL Report/paper prepares. IDCOL Certificate	AKB	30 December
11.	We will set our own server for HR and MF so that we can manage the data by our own. Data backup will be done regularly.	Sumaia, Didar and Abir	30 December
12.	To run the paperless office, we should keep all the documents in soft copy rather than hard copies.	BUM and Abir	On going
13.	The COAST Diary 2019 will be printed with in 30 November.	Sumaiya	15 December
14.	Tax Justice Human chain 8 th November	AKB	8 November
15.	UROC purchasing will be audited in every 15 days	Foysoul	Ongoing
16.	Bhola Training center should be completed fast.	AKB +Director + TSH	
17.	Bangla version of Global compact on Refugee and Migration will be shown to Executive Director	Nazmul+SAH	5 November
18.	Annual staff appraisal will be started and the format will be revised where the zero tolerance and BMI will be included along with other indicators	Sumaiya	15 November
19.	COP 24 preparation: - Seminar 13 November at Press club -	SAH	13 November
20.	UROC all staff training about Human rights and Refugee rights	SAT	30 November
21.	Dashboard showing burn rate achievements will be displayed in the board room	AKB	10 November
22.	Newsletter will be gone through and commented by concerned persons regular basis and posted in COAST website.	Iqbal+ focal persons Abir	On going
23.	The enterprise development unit will be output oriented	Barek	On going
24.	CJU staff and New staff will be provided 3 day ToT	SAH+FAR	30 November
25.	Office Dress: Full Shirt + Shoes/Keds For attending in Govt meeting or high official meeting, colleagues must wire blazer.	SKB	On going

SI	Decisions	Responsible professionals	Date line
26.	About Huddy shirt talk with 2 RPC, 2 BM, 2 Male CDO, 2 Female CDO	Sipon + Didar	15 November
27.	PO meeting with all colleagues will be held every 15 days	SKB	On going

Next week activities:

SI	Name	Activities
1.	Barequl Islam Chowdhury	<ul style="list-style-type: none"> Attending Enterprise Development PP writing Workshop in PKSF Writing Project Proposal on Enterprise Development
2.	Anwar Hossain	<ul style="list-style-type: none"> Monthly reports-PKSF & SF and other MF based projects Re-imburement Chittagang MCM
3.	Ashaduzzaman	<ul style="list-style-type: none"> Asset Management MF cost sharing
4.	Foysoul Hossain Khan	<ul style="list-style-type: none"> FDMN purchase monitoring FDMN reports to Donor FDMN burn rate analysis
5.	Razib K. Bhowmik	<ul style="list-style-type: none"> Burn rate report analysis and way forward for further actions Financial report
6.	Abarul Islam	<ul style="list-style-type: none"> Localization groupmail Vendor bill processing
7.	Omour Faruk	<ul style="list-style-type: none"> Report to Donor Localization Project
8.	Fahomida Amin	<ul style="list-style-type: none"> Seminar Chittagong and Bhola
9.	Shawkat Ali Tutul	<ul style="list-style-type: none"> HQAI Audit EWG Preparation and Training
10.	Abdur Rahman	<ul style="list-style-type: none"> Bhola 2 new branch visibility study
11.	Mahmudul Hasan	<ul style="list-style-type: none"> Barisal new 8 branch visibility study
12.	Ferdous Ara Rumea	<ul style="list-style-type: none"> Training content ready Starting training for MF staff
13.	Mujibul Haque Munir	<ul style="list-style-type: none"> MJF New Project
14.	Rezaul Karim Chowdhury	<ul style="list-style-type: none"> BoT Deed of Trustee Final BoT preparation for HR Manual, Trustee Deed and Joint Stock Company documents
15.	AKB	<ul style="list-style-type: none"> Human chain paper ready Burn rate monitoring

Prepared by

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