

SL	Agenda	Discussion and Decision	Dateline	Responsibility
		<p>week a meeting should have been arranged at the each PIU office with all the project staff and the main topic will be the plan of activity of this month.</p> <ul style="list-style-type: none"> - Shafiqur Rahman Coordinator Community Radio presentation 		
02	Annual Report	<ul style="list-style-type: none"> - All PMs/PCs should have submitted their own part of writings from their projects for the Organizational annual report properly. 	8 th March 2018	All PCs/PMs
03	Monthly Project Coordination Meeting	<ul style="list-style-type: none"> - In monthly project coordination meeting, it must need to be discussed the existing budgetary progress, program progress and the next work plan as well. The responsible personnel should have keep in mind these three important issues which are given below. - Activity planned & done. - Activity planned but not done. - Reasons behind it. 	Running progress	All PCs/PMs
04	Office Discipline	<ul style="list-style-type: none"> - Office discipline should be maintained appropriately. All we have to remind that we will be treated as a good staff not in a sense of field management or working capacity but in abide by the COAST policy, discipline and others. 	Running progress	All Staff
05	Impact Documentation	<ul style="list-style-type: none"> - Impact concerns lasting and sustainable changes that introduced by a certain intervention in the lives of beneficiaries. Impact can be related either to the specific objectives or to unexpected changes caused by an intervention. It can be both positive and negative. So, the process of documenting these changes can be called as "Impact Documentation". We should remind it before doing any documentation that the observation should be in a participatory mood. - We need to discuss this process "Impact Documentation" with all of our project staff and from the next monthly publication of every projects there will be a clear reflection of the mentioned process. 	Running progress	All PCs/PMs
06	Appraisal	<ul style="list-style-type: none"> - It has been decided that IECM project will send their appraisal to the senior line management. All the other projects will go or get their increments as per their project approved budget. <p>The moderator said here that the Appraisal can be done by one to one. It is clearly a format for precise monitoring also.</p>	March 2018	All PCs/PMs

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07	Monthly Publication/Newsletter	<ul style="list-style-type: none"> - As it has been said before printed (Black & white) newsletter will have to be submitted to the local administration or relevant stakeholders to inform them about the monthly completed activities. Otherwise action will be taken against the project responsible authority. <p>In his speech, the moderator said that A newsletter is very much helpful to maintain a good relationship with others and to get govt. approval easily as well.</p>	Running Process	All PCs/PMs
08	Recent Circular	<ul style="list-style-type: none"> - An intensive discussion was held on the recent circular "Office Discipline" - All staff should be informed about the organizational recent circular. - A meeting will need to be arranged every time as per the instruction. 	Running Process	All PCs/PMs
09	Next Project Phase	<ul style="list-style-type: none"> - Some projects will end up this year. - It was suggested that for the other projects, PC/PM will make contact with the donor about the update information of next phase (if there have any chance). 	March 2018	Respective PCs/PMs
10	Reporting format	<ul style="list-style-type: none"> - Henceforth from every projects, a monthly narrative activity report will have to be submitted to the respective focal persons. 	Within 1 st ten days in a month	Respective PCs/PMs or M&Es
11	AoB	<ul style="list-style-type: none"> - From now on, on behalf of CFTM Team Md. Abul Hasan-DTL, Patuakhali will join at every meeting. - As above Md. Shafiqur Rahman, Coordinator-CR & ICT will participate at every Meeting as a representative of Radio Meghna. - Plan of Operations (PoP) will be discussed at next PPMM. - It has been requested that all the focal persons from different projects will attend at next meeting. - For better improvement, an English residential training will be arranged soon (Only for PCs/PMs). 	Running Process	Respective PCs/PMs, M&Es and others
12	Program presentation			
A	SFP	Total cumulative achievement: 49% Last month performance: 49% Reporting month performance: 77%		
B	SEEDS	Total cumulative achievement: 73% Last month performance: 76% Reporting month performance: 79%		
C	ENRICH	Total cumulative achievement: 101% Last month performance: 114% Reporting month performance: 87%		

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D	ECOFISH	Total cumulative achievement: 33% Last month performance: 61% Reporting month performance: 98%		
E	IECM	Total cumulative achievement: 49% Last month performance: 96% Reporting month performance: 98%		
F	UJJIBITO	Total cumulative achievement: 86% Last month performance: 110% Reporting month performance: 116%		
G	Torun Alo	Total cumulative achievement: 36% Last month performance: 70% Reporting month performance: 49%		

After a successful discussion on project activities and with other concerns, Director appreciated all the participants for their active participation. Having no other issues to discuss, the moderator closed the meeting with votes of consent from the participants.

Documented by

Moderated by

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