**Project Performance Monitoring Meeting (PPMM)**

COAST Trust, Dhaka; Dated: 14 November 2020

The virtual PPMM was organized on 14 November 2020. Executive Director, Deputy Executive Director, Assistant Directors, Joint Directors, Heads, Project leaders, and Monitoring Officers from different projects were present in the meeting and assisted to make decisions. Joint Director-MEL&HA moderated the whole session.

**Meeting Agenda:**

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| 1. Last meeting minutes review 2. Twittering and Facebooking tips 3. Data segregation report findings 4. Beneficiary feedback and Risk assessment findings 5. PPT and Progress report sharing 6. Newsletter feedback 7. AoB: |  |

**Discussion and Decisions**:

| **SL** | **Agenda** | **Discussion and Decision** | **Dateline** | **Responsibility** |
| --- | --- | --- | --- | --- |
| 1. | Last meeting minutes review | 1. PC/PM and M&E will submit their field visit reports keeping in mind the quality indicators weekly and a compilation report on 5 of every month. 2. PC/PM will conduct their self-assessment quarterly and keep the record in a file. 3. PM/PC will share an email and Twittering list of their important stakeholders with JD-MEL&HA. 4. Staff will learn how to make videos for Twitter. Ideal length is 90 seconds. 5. GCA, ISCP, ENRICH & APC project PC/PM will submit their due reports. 6. PC/PM should strengthen their capacity for writing a project proposal, capturing photos, making videos instantly and preparing a budget. 7. Everybody should prepare their advance plan regularly. 8. PC/PM will prepare an exit strategy at least three months before of the ending the project. | Ongoing  30.11.20  25.11.20  30.11.20  17.11.20  Ongoing | PC/PM/M&E  PC/PM  PC/PM  PC/PM  PC/PM  PC/PM |
| 2. | Twittering and Facebooking tips | 1. To give a post of your activity in the Twitter and Facebook, focus the beneficiary and your result. 2. Use # and @ for effective communication with the certain institutions and persons. 3. For right messaging, staff are requested to seek help from focal person. | Ongoing | All |
| 3. | Data segregation report findings | 1. 88% of the total targeted activities were done during the reporting month. 2. 73% of the cumulative activities have been achieved up to the reporting month. 3. PC/PM have to include all the project activities in the data segregation format. | Ongoing | PC/PM/M&E |
| 4. | Beneficiary feedback and Risk assessment findings | 1. Beneficiary feedback should be collected from the beneficiaries directly by visiting or phone. 2. All the findings will be shared in the project monthly meeting and discussed for adjustment. 3. All the possible risks both internal and external should be reported and initiatives should be taken to resolve it within the time frame. 4. PC/PM are also requested to identify the possible risks in gender issues and safety, security, protection, and dignity of staff. | Ongoing | All |
| 5. | PPT and Progress report sharing | Presentation on the activities of September and October 2020 was shared. The feedbacks are-  **UNICEF Education:**   * PPT was good but need to make it shorter.   **UNICEF Child Protection**:   * PPT was good and try to present to the point and bring some outputs in the next meetings. * Slides should be more colorful * Challenges should be selected sensibly.   **CEPI Project**   * The color combination needs to be taken care of. Slides should be more attractive. * More careful in the selection of words considering the time frame.   **Tearfund Project**   * Pictures should be impact-oriented and self-explanatory.   **YOUTH COVID Check Project:**   * Nice presentation. * Presentation should be more impact-oriented.   **ISC Project:**   * The immediate result due to the project activity implementation should be shared. * PPT was good but the color combination needs to be taken care of. * More careful in the selection of words considering the time frame.   **PACE- Dry Fish:**   * Don’t add project brief/summary/area related slides. * PPT Presentation should be prepared by setting the quality indicator of the project.   **PACE- Crab Fattening:**   * Don’t add project brief/summary/area related slides. * Presentation should be more impact-oriented.   **ACCORD Project:**   * Good presentation.   **CFTM Project:**   * Rashida Begum, AD-CFTM will present the next PPMM PPT presentation.   **Radio Meghna:**   * Nice presentation   **APC Project:**   * Requested to take a step to stop child marriage and effective coordination with others.   **Gender & Aquaculture:**   * Nice presentation.   **CJRF Project:**   * Nice presentation.   **SEP Project:**   * Good presentation. * Pictures should be natural. The focus should be the children. | Ongoing | PC/PM/M&E |
| 6. | Newsletter feedback | 1. Newsletters of ELIBEC, CEPRP, ISCP, Radio Meghna and YOUTH COVID Check can be followed as a guideline for the other project leaders | Ongoing | PC/PM |
| 7. | AoB | 1. The PPMM will be conducted every month henceforth and conducted at two days long-   Day-1: from 11:00 am to 1:00 pm for technical discussion  Day-2: from 03:00 pm to 5:00 pm for PPT presentation.  But PACM will be conducted by a day   1. PC/PM should present their PPT in the PPMM. 2. No picture should be displayed without wearing a mask. 3. PC/PM are requested to fill up the sections (1, 4, 6, 7 and 8) more carefully in the monthly meeting minutes format. 4. PC/PM are requested to send their remaining CRM reports to DD-GT&CR by 17.11.2020. | 12-12-20  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing | All  All  All  All  All  PC/PM  JD-SDC |

Having no other issues to discuss, the meeting was ended by the vote of thanks by the Deputy Executive Director.

**Notes taken by: Moderated by:**

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Saimon ChowdhuryMd. Iqbal Uddin

M&E Officer, YOUTH Project Joint Director- MEL&HA

COAST Trust, UROC COAST Trust