

COAST, Principal Office, Dhaka. Date: 29 December 2019.

A Sr. Management Team (SMT) meeting was held at Principal Office, Dhaka today on 29 December 2019 presided over by the Executive Director. ADs, DDs and Director were present in the meeting. The notes of the meeting were as follows:

Sl	Decisions	Responsible professionals	Date line
1.	<ul style="list-style-type: none"> All staff conference and annual picnic will be completed by February, 2020 Staff will make their daily, monthly and quarterly advanced plan on priority basis. At any day ED and Director can check the diary and plans. Priority set up is also important. International communication is priority. Staff appraisal in the field both for microfinance and project will be completed soon. Central office picnic will be held in the first week of February 2020. EC meeting will be held on 18 January 20. Necessary preparation will be taken for that. Yearly training calendar will be developed for the year of 2020 Leadership review will be conducted by the focal regular basis. A simple evaluation of projects will be conducted and report will be produced regularly. Website dashboard will be updated regularly with new projects' PP, PoP FD-6,7 and newsletter. All project will prepare PoP with statutory requirements and act accordingly. Original copies of MoU with donors will be kept with DD-FCA&HRM Local NGOs are working on SDGs. We could conduct a survey on progress of SDGs and a workshop will be organized with the presence of DG-NGOAB. An office will be rented immediately for the PIU of Multiser project and agreement will be shared with the Executive Director soon. Land purchase will be made in Cox's Bazar for office setup purpose. Office diary will be given to the DC, TNO in field level. COAST will submit the application for observing DCC election in 30 January 20. Young professionals will be recruited and developed for the senior positions It should be identified the problems of HR software if not possible with the existing one then we will go for new software with another company In all projects the accounting software will be set with our own money MKA will look after the NVISA of Rajan-MI TSH will look after Joint Stock of the organization and complete it 	<p>MKA and TSH All ED and Director SUM, Director</p> <p>MKA AKB, Director</p> <p>FAR Focal Focal and MEAL section BUM</p> <p>All PCs AKB MHM</p> <p>AKB TSH, Director SAH, THS, RTLs</p> <p>MKA SUM and Director SUM, TSH</p> <p>AKB MKA TSH</p>	<p>29 Feb Ongoing On going 05.01.20</p> <p>18.01.20</p> <p>15.01.20 Ongoing</p> <p>On going On going 31.01.20</p> <p>Ongoing 15.01.20</p> <p>30.01.20 On going 20.01.20</p> <p>31.01.20 10.01.20 29.02.20</p>
2	<ul style="list-style-type: none"> In Cox's Bazar, the office constructions will be started immediately 	TSH	31.01.20
3	<ul style="list-style-type: none"> Generic skill training, English proficiency and life skill training will be conducted regularly. Accounts training will also be conducted round the year. One Gender Development Training Course will be conducted 	AKB, FAR, Director	Ongoing
4	<ul style="list-style-type: none"> We should develop Human Resource regularly and identify committed staff for the organization's important positions. A staff will be recruited in the HR section as soon as possible. 	SUM, Director	Ongoing

Having no other issues for discussions, the meeting ended up with the vote of thanks of the Executive Director.

Notes taken by-

Md. Iqbal Uddin

Asst. Director-MEL&HA
29 December, 2019