

COAST, Principal Office, Dhaka. Date: 10 October 2019.

A Sr. Management Team (SMT) meeting was held at Principal Office, Dhaka today on 10 October 2019 presided over by the Executive Director. ADs, DDs and Director were present in the meeting. The notes of the meeting were as follows:

SI	Decisions	Responsible professionals	Date line
1.	<ul style="list-style-type: none">• Next year diary, year planner and note book will be prepared and sent to field by November this year.• A page in the diary will contain the organizational national-international network information.• The note book will not be a spiral binding one. The forefront part will have a ribbon binding.	MHM and SKB	30.11.19
2.	<ul style="list-style-type: none">• A one pager will be developed on how to do a learning? And, respective staff will be tasted after a week through GoToMeeting and also uploading the page in the website.• A training calendar will be prepared for 2020.• One life skill training will be organized in Cox's Bazar soon and facilitator will be Mizan and Jahirul	FAR, SKB	30.10.19
3.	<ul style="list-style-type: none">• Multizer International Project staff recruitment will be completed by next Sunday.	SUM, MHM	13.10.19
4.	<ul style="list-style-type: none">• Seminar on Internal Displacement Persons (IDP) on 26 October will lead independently by MKA and SAH.• SAH will be an alternative moderator for the seminar if ED could not make it happen to be there.• PPT and position paper should be finalized before three days of the seminar and should be sent to the participants.• Translation equipment will be used in the seminar.	MKA, SAH, MHM	23.11.19
5.	<ul style="list-style-type: none">• A press conference will be organized on 14 October on the eve of World Rural Women Day 2019.• A preparatory meeting will be organized on 13 in this regard.	FAR	13.10.19

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
10 October, 2019