**COAST Trust, Principal Office, Dhaka. Date: 29 December, 2020**

Today Senior Management Team meeting was held at principal office. The meeting was moderated by the Executive Director. The Deputy Executive Director, Director-CP, Join Director- SDC, Joint Director-MEAL, Deputy Director-GT&CR and Sr. Coordinator-SM presented in the meeting.

**In this meeting some decisions had been taken which were following:**

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| **Sl. no** | **Decisions** | **Responsible person** | **Dateline** |
| 1. | Include all female CSOs to the female health care service meeting. Their participation has to be compulsory in every meeting. SMT and Office Chiefs will encourage all level staff to take telemedicine from our physicians. | DD-GT&CR and Sr. Coordinator-SM | Every week |
| 2. | Revise PSEA Policy | SMT | January 2021 |
| 3. | CRM data segregation/comparative report analysis will be presented from next PPMN | DD-GT&CR | Every PPMN |
| 4. | Sticker for office vehicles for receiving complaints and compliments. | Head-ICT | December |
| 5. | Orientation on all safe guarding policies for all level staff. | SMT, DD-GT &CR , Office Head | January 2021 |
| 6. | After finalization the Health Safety Instruction there will be organized orientation for PC/PM, BM and CSO. | Deputy Executive Director and DD-GT&CR | January 2021 |

Prepared by



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