

COAST, Principal Office (PO), Dhaka. Date: 5 January, 2021

The SMT Coordination Meeting was held on 4 January, 2021 presided over by the Executive Director. The DED, Directors, DD, JDs and ADs were present in the meeting. Meeting notes are as follows:

SI	Decisions	Responsible professionals	Deadline
1.	<ul style="list-style-type: none"> <li>There will be a meeting with Church of Bangladesh on 12 January 2021 regarding the land purchase of ITDC.</li> </ul>	MKA SU	12.01.21
2.	<ul style="list-style-type: none"> <li>Jasim, Manager- ICT will join in Dhaka office on January 5, 2021 for posting data in the HRM software. No other tasks he will be assigned for.</li> </ul>	D-FCA&HRM	Ongoing
3.	<ul style="list-style-type: none"> <li>Every office will organize workshop regarding the use of Diary, Year Planner and time management soon.</li> <li>In the Principal Office, this workshop will be held on 5 January, 2021 at 3 pm.</li> </ul>	SKB PC RPC	05.01.21
4.	<ul style="list-style-type: none"> <li>There will be an assessment of progress of CSOs. Schedule and methodology will be declared soon.</li> <li>Support staff should maintain dress code and wear shoes.</li> <li>Kitchen will always be clean.</li> </ul>	Hasibul Haque MKA	10.01.21
5.	<ul style="list-style-type: none"> <li>Advanced plan should be prepared and submitted to the related supervisor by January 5, 2021.</li> </ul>	All	01.01.21
6.	<ul style="list-style-type: none"> <li>Health rules will be maintained by all offices.</li> <li>All CSOs will join in the health-related fortnightly zoom meeting organized for women.</li> </ul>	All Office. Sabiha S Khushi	Ongoing
7.	<ul style="list-style-type: none"> <li>Annual report will be printed by 20 January 2021.</li> </ul>	BUM/SKB	20.01.21
8.	<ul style="list-style-type: none"> <li>Section-wise meeting in the principal office will be held accordingly.</li> <li>A calendar for January has already been circulated to all sections in this regard.</li> </ul>	All	Ongoing
9.	<ul style="list-style-type: none"> <li>Annual appraisal of the staff in the principal office will be completed by 10 January, 2021.</li> </ul>	All	10.01.21
10.	<ul style="list-style-type: none"> <li>Crystal glass will replace the tinted glass of the new office car.</li> </ul>	Razib	10.01.21
11.	<ul style="list-style-type: none"> <li>The income and expense of Radio Meghna have to be calculated for last July to 31 December 2020.</li> </ul>	Rashida	10.01.21
12.	<ul style="list-style-type: none"> <li>The rent of guest houses will be fixed by assessing the local market price.</li> </ul>	BIC	15.01.21
13.	<p>In Chakmarkul, pigeon has been stolen. In this regard, the following decisions have been taken-</p> <ul style="list-style-type: none"> <li>Md. Zahangir Alam, AD-ISCP will visit the spot and inform the way forward to Executive Director.</li> <li>The Regional Team Leader of Cox's Bazar will form a committee for the investigation of that theft.</li> <li>2 night-guards will be recruited in Chakmarkul.</li> <li>A part of financial loss that incurred from pigeon theft will be deducted from the salary of Md. Selim.</li> <li>A sub-branch will be opened in Chakmerkul.</li> </ul>	Zahingir Alam Berequl Islam	20.01.21

#### Work plan: next month

SL	Name	Activity
1	Rezaul Karim Chowdhury	<ul style="list-style-type: none"> <li>Cox's Bazar visit</li> <li>Monthly and three Monthly plan preparation</li> <li>CCNF and BDCSO</li> <li>Annual report</li> </ul>
2	Sanat K. Bhowmik	<ul style="list-style-type: none"> <li>GCA project revision</li> <li>Annual appraisal</li> <li>Field visit.(Noakhali)</li> </ul>

SL	Name	Activity
3	Syed Aminul Hoque	<ul style="list-style-type: none"> <li>• Audit reporting format final.</li> <li>• Field visit (Bhola and Patuakhali)</li> <li>• Audit meeting</li> <li>• CJRF evaluation report</li> </ul>
4	Ahsanul Karim (Babor)	<ul style="list-style-type: none"> <li>• Tearfund project audit</li> <li>• 4 Project audit report collection</li> <li>• Field visit Cox's Bazar.</li> </ul>
5	Mustafa Kamal Akanda	<ul style="list-style-type: none"> <li>• Meeting with Church of Bangladesh</li> <li>• Radio Saikat.</li> </ul>
8	Iqbal Uddin	<ul style="list-style-type: none"> <li>• HQAI Audit</li> <li>• Child Marriage related study.</li> </ul>
9	Ferdus Ara Rume	<ul style="list-style-type: none"> <li>• Cox's Bazar visit</li> <li>• Gender Training</li> </ul>
10	Sahabuddin	<ul style="list-style-type: none"> <li>• Internal Audit meeting.</li> <li>• Meeting with Church of Bangladesh</li> <li>• Audit hearing</li> <li>• Field visit.</li> </ul>
11	Barekul Islam Chowdhury	<ul style="list-style-type: none"> <li>• New proposal, activity and budget submit to PKSF.</li> <li>• Guest house set rent analysis</li> <li>• Dray fish marketing with BG food .</li> </ul>
14	Md. Tariqul Islam	<ul style="list-style-type: none"> <li>• GCA and CFTM project closing report.</li> <li>• APFP project Budget preparation</li> <li>• 4 Project audit report collection</li> </ul>
15	Rashida Begum	<ul style="list-style-type: none"> <li>• CFTM work with Union Parishad</li> <li>• Social audit</li> <li>• COVID campaign</li> </ul>
17	Abarul Islam	<ul style="list-style-type: none"> <li>• Radiio Meghna website update.</li> <li>• Zoom and phone call using manual</li> </ul>
18	Mojubil Haque Munir	<ul style="list-style-type: none"> <li>• New project staff assessment</li> <li>• APFP project Budget preparation and submit</li> <li>• UNICEF Project evaluation</li> </ul>

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

Notes taken by-  
Md. Sahabuddin  
05.01.2021