

The SMT Coordination Meeting was held on 3 May, 2021 presided over by the Executive Director. The DED, Directors, DD, JDs, ADs and Head-ICT were present in the meeting. Meeting notes are as follows:

SI	Decisions	Responsible professionals	Deadline
1.	<ul style="list-style-type: none"> <li>A training will be organized on how to engage yourself in creative work and how to relief yourself from frustration and tension after a suitable date on 6 May 2021.</li> </ul>	RKC MHM	On going
2.	<ul style="list-style-type: none"> <li>Every staff should do the breathing exercises regularly</li> </ul>	All staff	Ongoing
3.	<ul style="list-style-type: none"> <li>A budget and design was prepared for side wall on ITDC land which will be shared with Executive Director for finalization.</li> <li>It is decided to take initiative to remove the latrine of mosque which is located in ITDC as soon as possible after reaching a mutual agreement with the mosque committee.</li> </ul>	DED Director-ASR  BIC RB	12.05.21  11.05.21
4.	<ul style="list-style-type: none"> <li>Finalization of MOU with engineer Mr. Khaled for consultancy work.</li> <li>Investigation and follow-up the letters that issued by NBR</li> </ul>	AKB	12.05.2021

#### Work plan: next month

SL	Name	Activity
1	Rezaul Karim Chowdhury	<ul style="list-style-type: none"> <li>BDCSO and CCNF evaluation and a short report on this and strategy development for fund raising</li> <li>Preparation of CCNF seminar on 6 May 2021</li> <li>Finalization plan and estimate of sonarpara land construction</li> <li>Cox's Bazar Visit</li> </ul>
2	Sanat Kumar Bhowmik	<ul style="list-style-type: none"> <li>Project proposal and budget revision of GCA project</li> <li>Finalization of project proposal for GIZBD</li> <li>Field visit Barishal and Bhola Region</li> </ul>
3	Syed Aminul Hoque	<ul style="list-style-type: none"> <li>CJRF workshop</li> <li>Drafting FD-6 for CJRF project</li> <li>Budget revision of CFTM project</li> <li>Field visit Bhola</li> </ul>
4	Tarik Syed Harun	<ul style="list-style-type: none"> <li>Follow-up IPDC for loan receiving</li> <li>Getting name change certificate from PKSf</li> <li>Communication with Bank and PKSf for disbursement of committed loan.</li> <li>Field visit Chattogram</li> </ul>
5	Ahsanul Karim (Babor)	<ul style="list-style-type: none"> <li>Fund Management</li> <li>Sectional work plan and distribution</li> <li>Final review of ToGATHER partners' agreement</li> </ul>
6	Mustafa Kamal Akanda	<ul style="list-style-type: none"> <li>NGOAB certificate</li> <li>Withdrawal of ITDC cases</li> <li>Preparation of CCNF seminar on 6 May</li> </ul>
7	Iqbal Uddin	<ul style="list-style-type: none"> <li>Training on CSO building</li> <li>PPMM</li> </ul>
8	Mujibul Munir	<ul style="list-style-type: none"> <li>Preparation of CCNF seminar on 6 May</li> <li>Finalization of project proposal for GIZBB</li> <li>Follow-up FDMN</li> </ul>
9	Sahabuddin	<ul style="list-style-type: none"> <li>Filed visit FDMN</li> <li>Preparation for internal audit meeting</li> <li>Withdrawal of IDTC cases</li> </ul>
10	Barequl Islam Chowdhury	<ul style="list-style-type: none"> <li>Plan of operation for Sustainable Enterprise Project (SEP)</li> <li>PCN for high value fruits</li> <li>Field visit Cox's Bazar</li> </ul>

SL	Name	Activity
		<ul style="list-style-type: none"> <li>• EDCM</li> </ul>
11	Mahmudul Hasan Didar	<ul style="list-style-type: none"> <li>• Analyzing daily SMS report of microfinance program</li> <li>• Follow-up field operation</li> <li>• Field visit Barishal</li> </ul>
12	Omour Faruk	<ul style="list-style-type: none"> <li>• Finalization of ToGATHER partners' agreement</li> <li>• Submitting FD-6 of ToGATHER project</li> <li>• Preparation annual budget 2021-22</li> </ul>
13	Md. Tariqul Islam	<ul style="list-style-type: none"> <li>• Budget revision of CFTM project</li> <li>• Revision FD-6 of CFTM</li> <li>• Preparation of GCA FD6</li> <li>• PACM</li> </ul>
14	Rashida Begum	<ul style="list-style-type: none"> <li>• Assessment of Union parishad</li> <li>• Conducting Upazila and District meetings</li> <li>• Follow-up activity of Radio Meghna</li> </ul>
15	Jahangir Alam	<ul style="list-style-type: none"> <li>• Establish three youth clubs</li> <li>• Training on skill development</li> <li>• Preparation of CCNF seminar on 6 May</li> </ul>
16	Abarul Islam	<ul style="list-style-type: none"> <li>• Preparation of CCNF seminar on 6 May 2021</li> <li>• Staff id card and visiting card</li> </ul>

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

Notes taken by-  
Barequl Islam Chowdhury  
Assistant Director-EnD