Project Progress Monitoring Meeting (PPMM)
COAST Foundation, Dhaka; Dated on 16 November, 2022

An online Project Progress Monitoring Meeting (PPMM) was held on 16 November, 2022 where the Deputy Executive Director, Joint Directors, Heads, RTL, PC, and M&E Officers from different projects participated and assisted to make decisions. The meeting was moderated by Joint Director-MEAL&R.

A. Meeting Agenda:
1. Last meeting minutes review
2. Newsletter feedback
3. Process of capturing learning
4. Data segregation report presentation
5. Management tips
6. PPT and progress report sharing
7. AoB
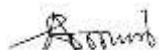
B. Discussion and Decisions:

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	• An orientation will be organized on 26 November at 11:00 am on how to write in way of the learnings and challenges, and the quality indicators of activities effectively.	November 26, 2022	JD-MEAL&R PC-Education
		• A survey will be conducted to identify the persons with disabilities (PWD) and their families in the working areas of all projects. A format will be developed and circulated soon.	November 2022	JD-MEAL&R PC
		• If there is any person with disability (PWD) in the family then that family will get priority during the selection process. • It is noted that if any person receives any service from PWD's family then it will be counted as PWD inclusion.	Ongoing	All
2	Newsletter feedback	• Everyone should ensure the declaration in the newsletter that the pictures are used with the consent of participants and it will not be used for any business purpose. • Distribution/circulation of newsletter should be ensured.	Ongoing	PC
		• Radio Shaikat also should circulate their newsletter to all stakeholders via email. It might collect the NGO/INGO's email addresses from NGO Platform.	December	Station Manager
		• Newsletter Shutki Barta needs to be introduced with a new innovative name.	December	PC
3	Process of capturing learning	• An orientation of the process of how to capture learning was given. Every project will capture their learning, challenges and way forward following that guideline and present in upcoming December event. • The PPT on capturing the learning will be shared. • In mid of December, this one-day learning event will be organized. • PCs will share their questions with JD-MEAL&R take nod before collecting the learning.	20 December	All

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4	Data segregation report presentation	• A total of 64% of cumulative targeted activities have been achieved up to September 2022, where 41% male and 59% female program participants. • Person with Disability and Ethnicity and marginalized participants increased in a good number. • In data segregation report need to include the progress of up to Lifecycle of Project.	Ongoing	All
5	Management tips	The DED facilitated this session: **Solicit Feedback from your team-Gracefully:** - Start by telling your direct report that you're not only open to feedback, but that you want it. - Diffuse any fear of retaliation by demonstrating humility and honesty. - Demonstrate self-awareness by giving yourself constructive feedback first. - Laying out a plan of action will help them trust that you want to implement their input.	Ongoing	PC/PM
		• Management tips will also be as an agenda in the project coordination meeting (PCM) and keep records of that discussion in meeting minutes.	Ongoing	PC
6	PPT and progress report sharing	**A2JaC (Barishal Region)** -Good presentation **SSF Gender Mainstreaming Project** -Good Presentation -Should be careful about slide design -Page set up should be accurately **Radio Meghna** -Good Presentation **Radio Saikat** -Good presentation -Should be careful on font and capitalization. **CITEP** -Success story should include -Technology practices need to include in PPT **Adolescent Program** -Good Presentation **SEP (Dry Fish)** -Good Presentation - Include current activities. **PACE Crab** -Good Presentation **RMTP** - Good Presentation -Include PWD and Marginalized people also - Complete selection process asap. **ENRICH** -Good presentation -Impact to beneficiaries need to include **ERBCR-2** -Good presentation **ACCORD** -Good presentation		

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		- Challenges and learnings should be written perfectly **Child Protection** -Good presentation **Education** -Good presentation **ISCP** -Good presentation **A2JaC (Chattogram Region)** -Good presentation		
7.		• A completion report of ERBCR project will be prepared by Head- MEAL&SD after his visit.	10.12.2022	Head- MEAL&SD
		• A completion report of A2JaC project will be done and a 2 pager documents on it will be published.	30.11. 2022	JD-MEAL&R
		• A Project Development & Management checklist is already finalized and it will be circulated soon. • PC and related person will follow the steps in developing a project and ensure proper documentation.	18 11.2022	JD-MEAL&R
		• A revision of the beneficiary selection criteria of project will be made and circulated.	26.11.2022	JD-MEAL&R Head-HR
		• PoP of Safe Poultry will be signed and uploaded in the website soon.	25.11.2022	PC Head- MEAL&SD

Having no other issues to discuss, the meeting was ended up with a vote of thanks by the moderator.

Notes taken by:

Moderated by:

Azmal Hoda Siddiky
Reporting & Documentation Officer,
SEP Project,
COAST Foundation

Md. Iqbal Uddin
JD- MEAL&R
COAST Foundation