

Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date 9 March, 2023

An online Project Progress Monitoring Meeting (PPMM) was held on 9 March, 2023 where the Deputy Executive Director, Joint Directors, Head-MEAL&SD, RTL, PC/PM, and M&E Officers from different projects participated and assisted to make decisions. The meeting was moderated by Joint Director-MEAL&R, and Deputy Executive Director chaired the meeting.

A. Meeting Agenda:

1. Last meeting minutes review
2. Newsletter feedback
3. Data segregation report presentation
4. Disability information by number
5. PPT and progress report sharing
6. AoB

B. Discussion and Decisions:

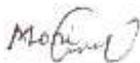
SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	<ul style="list-style-type: none">Projects are segregated and responsibilities also distributed. Therefore, PC and M&E Officers will closely work with Md. Abul Hasan (Head-CJRF), Md. Zahidul Islam (Head-MEAL&SD) and Md. Iqbal Uddin (JD-MEAL&R) for strengthening the monitoring and evaluation system of their projects.PC and M&E also should put them in CC while sending any report to JD-MEAL&R.	Ongoing	PC/PM and M&E Officer
		<ul style="list-style-type: none">Every project will check at least once in a month whether their newsletter, PoP, PP are uploaded in website. If not, PCs will contact with JD-MEAL&R or AD-ICT for it.Apart from this, if any project is extended, the revised plan of operation will also be uploaded in the website.	Ongoing	PC/PM and M&E Officer
		<ul style="list-style-type: none">Plan of operation of Aquaculture (SAMPAN) project will be approved and uploaded in the website.Plan of operation of APFP project will be submitted.	20/03/23 20/03/23	PC (SAMPAN) Head-MEAL&SD
		<ul style="list-style-type: none">Feedback on the evaluation outline and methodology has been provided to ISCP. The evaluation will be completed.	10/04/23	PC (SPCP)
		<ul style="list-style-type: none">A short report will be prepared whenever there is a meeting/training/orientation.	Ongoing	PC/PM and M&E Officer
2	Newsletter feedback	<ul style="list-style-type: none">The newsletter quality of few projects has been decreased. They are instructed to ensure the quality of newsletter from next month.RMTP and Aquaculture projects should find a nice name of their newsletter.	Ongoing	PC/PM

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		<ul style="list-style-type: none"> SEP Dry-fish and CITEP project should set COAST logo on the right of their newsletter. 		
3	Data segregation report presentation	<ul style="list-style-type: none"> A total of 96% monthly targeted activity was reached in February 2023. A total of 59% project wise cumulative activities achievements made in February 2023. A total of 65% program participants has been reached up to February 2023, where 44% male and 56% female were participated. Along with %, there will be figure to understand more. 	Ongoing	Head-MEAL&SD
4	Disability information by number	<ul style="list-style-type: none"> The disability number is 55 in RMTP project, 45 in SEP Dry Fish project, 43 in ACCORD project, 98 in Child Protection project, 36 in SSFGM project, 8 in ERBCR project, and 132 in Education project. All of them or their family members will be brought under our project services. APFP and Aquaculture Projects should conduct a survey to find out the PWD (Persons with Disabilities) in their project areas. 	Ongoing Ongoing 20/03/23	All All APFP and Aquaculture
5	PPT and progress report sharing	<p>ACCORD -Good presentation</p> <p>Aquaculture -Good presentation</p> <p>Adolescent Program -Good presentation</p> <p>CITEP -Good presentation</p> <p>Radio Meghna -Good Presentation</p> <p>Radio Saikat -Good presentation</p> <p>ERBCR -Good presentation</p> <p>SSF Gender Mainstreaming Project -Good presentation</p> <p>Education -Good presentation, everything is good.</p> <p>Child Protection -Good presentation</p> <p>SEP-Dry fish -Good presentation</p>		
		<ul style="list-style-type: none"> The MEAL section will develop a content for providing MEAL orientation/training to the staff. After finalizing the content, a module will be developed to facilitate the orientation/training. 	30/03/23 30/04/23	Mr. Jasim, Razaul, Dilip, Nayeem, Shahin & Iqbal.

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		<ul style="list-style-type: none"> Projects must have exit strategy plan. 	30/03/23	PCs
		<ul style="list-style-type: none"> Concerned all are requested to participated in the PPMM. If any emergency arises, then take approval from the DED and also ensure your representative in the PPMM. 	Ongoing	PC & M&E
		<ul style="list-style-type: none"> One case study will be prepared based on the feedback from the community on farming and made change. 	15/03/23	Station manager, Radio Saikat

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

Notes taken by:



Md. Moniruzzaman
 Technical Officer- TMD
 Education Program
 COAST Foundation
 09/03/2023

Moderated by:



Md. Iqbal Uddin
 Joint Director- MEAL&R
 COAST Foundation