

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 15th July 2025

On 15th July 2025, a virtual Project Performance Monitoring Meeting (PPMM) was held. The Deputy Executive Director, Directors, Joint Directors, Assistant Director, Project Managers (PMs) and M&E Officers were present at the meeting. Participants actively engaged in discussions and contributed to the decision-making process. The meeting was moderated by the Joint Director- MEAL & Research.

A. Meeting Agenda:

1. Last meeting minutes review.
2. Newsletter feedback.
3. Data segregation report presentation.
4. PPT and progress report sharing.
5. AOB.

B. Discussion and Decisions:

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1.	Last Meeting Minutes Review	<ul style="list-style-type: none">○ All participants are expected to actively engage in meetings and turn on their video.	Ongoing	PC/PM
2.	Report Matrix and Field visit Status	<ul style="list-style-type: none">○ All staff must adhere to reporting deadlines as part of accountability. Repeated delays may lead to administrative action.	Ongoing	PC/PM
		<ul style="list-style-type: none">○ CARE for Women project should initiate CFRM activities and community meetings.	Ongoing	PC/PM
		Field Visit Status <ul style="list-style-type: none">○ Head, Gender and PSEAH will submit her monthly field visit reports to DED.	Ongoing	Tahrima Afroj Tumpa
3.	CFRM Report presentation	<ul style="list-style-type: none">○ CFRM reports of projects should be compiled in English and preserve the report in file.○ Gender & PSEAH Head will prepare and submit quarterly CFRM summary reports to DED and keep the Joint Director MEAL & Research in CC.○ The PM- Education project will prepare draft templates to review and revise the current CFRM report template. PCs, Head-Gender & PSEAH and JD-MEAL and Research will finalize the template. Presentation <ul style="list-style-type: none">○ Total 18 reports submitted by Project Manager/coordinator.○ A cumulative of CFRM report will be presented in a slide.○ RMTP (Safe Poultry) and APFP-FO4A project report submitted lately.	Ongoing 24.07.25	Head Gender & PSEAH PC/PM
4.	Newsletter Feedback	<ul style="list-style-type: none">○ The newsletter should maintain a 50% text and 50% image ratio.○ Page layout and margins must be properly formatted and accurate.	Ongoing	PC & M&E
5.	Data segregation report	<ul style="list-style-type: none">○ Project-wise Cumulative Activity Achievement is 66% up to June 2025.○ The monthly activity achievement of June 2025 is 81%.○ A total of 60% of Program Participants (5,17,703) have been reached up to June 2025.○ The achievement of Age and Gender Program Participants is Female- 73%, Male- 27% up to June 2025.	Ongoing	All Project

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		<ul style="list-style-type: none"> ○ Cumulative program participants person: disabilities (1278 person), Ethnicity and marginalized reached (81 person), Women headed participants (352), Transgender participants (11) 		
6.	PowerPoint Presentation Feedback	<ul style="list-style-type: none"> ○ RMTP will share an impact-focused presentation in the next PPMM. ○ Key achievements of the RHL project should be converted into short videos and shared on social media platforms after taking approval. ○ The term “kangaroo mother” should be avoided in all materials and presentations. ○ Both Radido Meghna and Saikat should separate long vidos into short episodes, e.g. each not exceeding 2.5 minutes, to ensure better audience engagement. ○ Videos and posts from Radio Meghna and Saikat should be actively shared on LinkedIn, Twitter, and Facebook. ○ Proper seating rules should be followed during beneficiary interactions, ensuring equal and inclusive seating arrangements for all. ○ Targets and achievements of SMART project loan disbursements should be included in the presentation and reported in upcoming PPMMs. 	Ongoing	PC/PM
7.	Sharing PPT and Progress Report	<ul style="list-style-type: none"> ○ RHL Project: Cumulative Burn rate - 100%. Nice presentation. ○ UNICEF-Education: Cumulative Burn rate - 71%, Good presentation. ○ SMART Project: Cumulative Burn rate 96%. Project cycle- 23% Good presentation. ○ Radio Saikat: Cumulative Burn rate -59%. Good presentation. ○ Radio Megna: Cumulative Burn rate -73%, Project Cycle - 59%. Good presentation. ○ Climate Change and Resilience Project: Cumulative Burn rate - 67%, Reporting Month Burn rate 52%. Good presentation. ○ ENRICH Project: Cumulative Burn rate - 100%, Project cycle- 100%. Good presentation. ○ Fishers Livelihood: Cumulative Burn rate -99%, Project cycle- 85%. Good presentation. ○ CATP Project: Nice presentation. ○ UNICEF-Child Protection: Cumulative Burn rate - 88%, Project cycle- 88%. Good presentation. ○ SPCP Project: Monthly Burn rate 100%, Cumulative 35%. Good Presentation. ○ A2J for Women: Burn rate of reporting month-82%. Good Presentation. ○ RMTP - Street Food: Cumulative Burn rate - 100%, Project cycle- 82%. Good presentation. ○ RMTP - Poultry: Burn rate 80%, Cumulative 87%. Nice presentation. 	Ongoing	PC/PM
8.	AOB	<ul style="list-style-type: none"> ○ For showing more accountability, at least two cross-cutting issues should be discussed with beneficiaries during meetings. 	Ongoing	All Staff

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		<ul style="list-style-type: none"> The CP project has been extended by two months (no-cost extension). All staff are expected to actively participate in managing the project activities. 	Ongoing	All PC/PM
		<ul style="list-style-type: none"> Head-MEAL will present the field monitoring report on “community meetings” in next month’s PPMM. 	Ongoing	All PC/PM
		<ul style="list-style-type: none"> Participants should attend the PPMM. All will share their PPTs. Without prior information absent in the PPMM should be accepted. 	Ongoing	PC/PM/M&E
		<ul style="list-style-type: none"> All videos intended for social media must first be sent to the Assistant Director- ICT and may only be published with approval from the Executive Director. 	Ongoing	PM/M&E
		<ul style="list-style-type: none"> Newsletters should not be submitted at the last moment. Submission a day before the PPMM is unacceptable. 	Ongoing	PCs/PM
		<ul style="list-style-type: none"> All discussions should be concise and to the point. 	Ongoing	All PC/PM
		<ul style="list-style-type: none"> If any staff member requests a leave from home over phone or SMS, the leave will be unpaid. 	Ongoing	All PC/PM
		<ul style="list-style-type: none"> PowerPoint presentations should include impact-oriented slides that reflects the changes or outcomes. 	Ongoing	All PC/PM

Having no other issues to discuss, the meeting ended with a vote of thanks by the Joint Director- MEAL&R.

Notes taken by:



Dileep Bhowmik
MEAL Officer
Education Project
Ukhiya Center, COAST Foundation.

Moderated by:



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