

## Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 12 August 2025

The Project Performance Monitoring Meeting (PPMM) was held on 12 August 2025, attended by the Deputy Executive Director, Assistant Directors, Project Managers (PMs), and M&E Officers. The session was moderated by the Joint Director-MEAL & Research. Participants actively contributed to discussions and decision-making.

### A. Meeting Agenda:

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

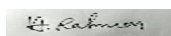
### B. Discussion and Decisions:

SL	Agenda	Discussion & Decisions	Dateline	Responsibility
1	Last meeting minutes review	<ul style="list-style-type: none"><li>All participants should actively engage in meetings and keep their video on.</li></ul>	Ongoing	PC
2	Report matrix and Field visit Status	<ul style="list-style-type: none"><li>All staff should meet reporting deadlines; repeated delays may result in administrative action.</li><li>CARE for Women project to initiate CFRM activities and community meetings.</li><li>Head-Gender &amp; PSEAH to submit monthly field visit reports to DED.</li></ul>	Ongoing	PC, Tahrima Afroj Tumpa
3	CFRM report presentation	<ul style="list-style-type: none"><li>CFRM reports should be written in English and stored. Head-Gender &amp; PSEAH submit quarterly summary to the DED (CC: JD-MEAL &amp; Research).</li><li>She will also focus on updating cumulative data regarding the number of complaints received, their categories, current status, and so on.</li><li>Next presentation should share the learning and challenges of CFRM.</li><li>PM-Education project will revise the existing CFRM template following the inputs from PCs, Head-Gender &amp; PSEAH, and JD-MEAL &amp; Research.</li></ul>	Ongoing  21.08.25	Head-Gender & PSEAH and PC  JD- MEAL&R
4	Newsletter feedback	<ul style="list-style-type: none"><li>Maintain a 50% text and a 50% image ratio; ensure proper page layout and margins.</li></ul>	Ongoing	PC & M&E
5	Data segregation report	<ul style="list-style-type: none"><li>Cumulative activity achievement: 66% (up to July 2025);</li><li>July achievement: 81%.</li><li>60% of program participants reached: Female-73%, Male-27%.</li><li>Persons with Disabilities (1,278), ethnic/marginalized (81), women-headed (352), transgender (11).</li></ul>	Ongoing	All Projects
6	PPT feedback	<ul style="list-style-type: none"><li>Radio Meghna and Saikat to edit long videos into ≤2.5 min episodes and avoid showing backside of program participants in the photos.</li></ul>	Ongoing	PC

		<ul style="list-style-type: none"> <li>Apart, they will share contents on LinkedIn/Twitter/Facebook and ensure inclusive seating during interactions</li> <li>SMART project to include loan disbursement data.</li> </ul>		
7	PPT and Progress report sharing	<ul style="list-style-type: none"> <li>Presentations emphasis on accurate English and professional delivery.</li> </ul>	Ongoing	PC
8.	AoB	<ul style="list-style-type: none"> <li>All projects will create a Facebook page and add AD-ICT as an admin too.</li> <li>Head-MEAL to present the community meeting monitoring report in the next PPMM.</li> <li>PPMM attendance is mandatory; PPTs must be shared.</li> <li>Absence without prior notice will not be accepted.</li> <li>Project Coordinators to prepare all PPMM presentations.</li> <li>All videos for social media must be sent to AD-ICT and posted only after getting approval from the Executive Director.</li> <li>Newsletters should be submitted in advance; last-minute submissions are unacceptable.</li> <li>The word Budget Burn Rate should be replaced by <b>Budget Utilization Rate</b>.</li> <li>Avoid transactional “give-and-take” relationships.</li> <li>All photos must include captions in the format “<b>COAST/XYZ/August 2025.</b>”</li> <li>Md. Jahirul Islam, Rashida Begum, Tanzira Khatun, and Nishi from Radio Meghna will participate in ethics training.</li> <li>PPTs must include impact-oriented slides showing changes or outcomes.</li> </ul>	19.08.25	PC
			Ongoing	Head-MEAL
			Ongoing	PC/M&E
			Ongoing	PC
			Ongoing	PC/M&E
			Ongoing	PC
			Ongoing	PC
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			Ongoing	PC
		<ul style="list-style-type: none"> <li>PoP of CP for the next 6 months should be prepared.</li> </ul>	25.08.25	PC

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

Notes taken by:



Md. Atikur Rahman  
TO-E&M  
RHL Project  
COAST Foundation.

Moderated by:



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