

Q1Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 29 July 2026

The virtual PPMM was held on 29 July 2026. Deputy Executive Director, Joint Director, Deputy Director, Heads, Project Coordinators (PC), and Monitoring Officers from different projects attended the meeting and contributed to the decision-making process. JD- MEAL & Research moderated the session.

Agenda

1. Review of previous meeting minutes
2. Newsletter feedback
3. Data segregation report presentation
4. PPT and progress report sharing
5. AoB

Discussions & Decisions

SL	Agenda	Discussion & Decision	Dateline	Responsibility
1	Last meeting minutes review	- All field visit status will be reported and shared through the Kobo application. - Head-MEAL&SD will compile and present the report in the PPMM. - Data should be entered into the Kobo application only once a day, if visited field. - PC, M&E, and Program Officer will join the next PPMM meeting. - A short video documentary about the Rest and Breastfeeding Center of SMART Project will be developed. - All PC/M&E will update their project data in the organizational MEAL website. So that next information can be drawn from there for PPMM.	Ongoing Next PPMM 10 August 2026 August 2026	PC PC SM-Radio Saikat & PC, SMART PC/M&E
2	Newsletter feedback	- RAISE Project will develop its newsletter by using a two-column layout. - The title of the RAISE Project newsletter will be "Dokkota Darpan". - The title of the SHIELD Project newsletter is "Surakkha Diganta".	Ongoing	PC
3	Data segregation report	- Overall achievement rate is 99% of targeted activities - Cumulative achievement to June 2026 was 74% - Total target population up to June was 388,182, of which 256,715 were reached (66%).	Ongoing	Head-MEAL & SD

4	PPT and progress report sharing	- SHIELD Project: Good presentation. - Fishers' Livelihood: Nice presentation. - Care for Women: Good Presentation. - Radio Meghna: Good presentation. - Radio Saikat: Good Presentation. - RHL: Good Presentation. - SMART Project: Good presentation. - RAISE Project: Nice presentation. - A2J: Good Presentation - Sanitation Marketing: Nice presentation - WASH and Nutrition Project: Good presentation.	Ongoing	PC
5	AoB	- An online session will be arranged to revise the Data Segregation Compilation report, if needed. - The Plan of Operation (PoP) of the SHIELD Project will be prepared and submitted. - The DED instructed Head-MEAL&SD to visit the Care for Women (C4W) Project to review the implementation status. - The Impact Assessment reports of four projects (Education, Child Protection, WASH & Nutrition, and Fishers' Livelihood) will be sent to the Cox's Bazar Office for direct distribution. - Report submission deadlines should be maintained. A fine may be imposed for late submission.	Ongoing 13 August 2026 10 August 2026 August 2026 August 2026 Ongoing	PC Head- MEAL&SD PC-SHIELD Project HEAD-MEAL & SD AD-HR All PC

With no further issues to discuss, the meeting concluded with a vote of thanks from the Joint Director-MEAL & Research.

Notes taken by:

Mahnu

Mahiuddin Jilane Bhuiyan
PO- Fishers Livelihood Project
COAST Foundation

Moderated by:

Md. Iqbal Uddin

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Joint Director- MEAL&R
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