

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 25 August 2026

The virtual PPMM was held on 25 August 2026. The Deputy Executive Director, Joint Directors, Deputy Directors, Heads, Project Coordinators (PC), and Monitoring Officers (M&Es) from different projects attended the meeting and contributed to the decision-making process. JD- MEAL & Research moderated the session.

Agenda

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

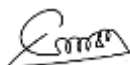
Discussions & Decisions

SL	Agenda	Discussion & Decision	Dateline	Responsibility
1	Last meeting minutes review	- Only PC and M&E will share their field visit status through the KoBo application. Other staff will be monitored by their respective line managers.	Ongoing	PC/M&E
		- Head-MEAL & SD will focus on the Ethnicity & Marginalized group figures in the data segregation report, compile, and present it at the PPMM.	Ongoing	Head-MEAL&SD
		- Regarding field visit status report, total no. of days will be counted. Categories will be presented to show the percentage (%) of direct field engagement.	Ongoing	Head-MEAL&SD
		- Apart, fake information submission will also be verified through checking the area of submission.		PC/M&E
		- The orientation program of SHIELD Project will be conducted by the first week of September month.	31 Aug. 2026	Field Manager-SHIELD
		- The PoP of the SHIELD Project should be signed by the DED and uploaded to the website.	10 Sep. 2026	Head-MEAL&SD
		- Head-MEAL & SD will visit the Care for Women (C4W) Project to monitor and review its implementation status.	Ongoing	PC/M&E
		- PC/M&E should start updating their project activity progress in the MEAL website. So that a dashboard can be designed and established.		
		- Report submission deadlines should be maintained strictly. Otherwise, disciplinary action will be taken.		
2	Newsletter feedback	- The newsletters of Radio Saikat and Radio Meghna were good. Other projects can follow them as examples. - News description should be brief and informative.	Ongoing	PC

		- Everyone must follow the organizational policy on font and font size (for Bangla, it is RinkyMJ and size is 12, and for English, it should be Calibri, and font size is 11 with left alignment.		
3	Data segregation report	- The overall achievement rate was 99% of the targeted activities. - The cumulative achievement up to July 2026 was 79%. - The total target population up to July 2026 was 387,990, of whom 130,653 (34%) were reached. - Program participants reached: Men - 23%; Women - 77%.	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	- From the next PPMM, PC/M&E will present their project's major activity of next month. - AD-VETE will submit his plan, newsletter, field visit status, and PowerPoint presentation from now on. - The MEAL website should include all projects and program by 3 September 2026. - A Gender, Safeguarding and PSEAH ToT will be held online. - All project will maintain a register for registering complaints. - From now on, the field visit status of PC and M&E should submit using the KoBo Toolbox. - All staff will maintain the datelines and if fail then for each one day two-day salary will be fined.	Next PPMM Ongoing 3 Sep 2026 8-9 Sep 2026	Head-MEAL&SD AD-VETE Head- MEAL&SD Head-Gender, PSEAH, Trg & CR 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:



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TO (E&M)- RHL Project
COAST Foundation

Moderated by:



Md. Iqbal Uddin
Joint Director- MEAL&R
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