

## Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date 16 May 2023

A virtual PPMM was organized on 16 May 2023 where the Deputy Executive Director, Joint Directors, RTLs, PCs and M&E Officers from different projects were present in the meeting and assisted to make decisions. The Joint Director-MEAL&R moderated while the Deputy Executive Director chaired the meeting.

### A. Meeting Agenda:

1. Last meeting minutes review
2. Desktop 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"><li>• Everyone is requested to send the documents on time.</li></ul>	Ongoing	PC/PM and M&E Officer
		<ul style="list-style-type: none"><li>• The PoP of the APFP project should be uploaded on the website.</li></ul>	23/05/2023	Head-MEAL&SD
		<ul style="list-style-type: none"><li>• A 2-minute video on project activities should be prepared by the SEP-Dry fish, PACE Crab, RMTF-Safe Poultry Project with the help of SC-Social Media. &amp; Development Communication for social media and other level depictions.</li></ul>	05/06/2023	PC (Aquaculture) PC-SEP- Dry fish, Safe Poultry.
		<ul style="list-style-type: none"><li>• The projects will submit the exit strategy/reviewed exit strategy.</li></ul>	30/05/2023	PC and M&E Officer
2.	Newsletter feedback	<ul style="list-style-type: none"><li>• Newsletter should be in 2 pages.</li><li>• Be more careful in writing captions.</li><li>• Provide more attentions in terms of spelling check and page format.</li></ul>	Ongoing	PC
3.	Data segregation report presentation	<ul style="list-style-type: none"><li>• A total of 93% monthly targeted activity was reached in April 2023.</li><li>• A total of 93.6% project cumulative activities achievements made by April 2023.</li><li>• A total of 90% program participants has been reached up to March 2023, where 43% male and 57% female.</li></ul>	Ongoing	Head- MEAL&SD
4.	PPT and progress report sharing	<p><b>Special attention is requested to some PPTs:</b></p> <ul style="list-style-type: none"><li>• Challenges should be more organized and clear.</li><li>• Gist texts should be used instead of detailed descriptions.</li><li>• Topic, name, photo credit should be written in the caption.</li><li>• Radio Saikat &amp; Radio Meghna should prepare a column in the PPT comparing last month &amp;</li></ul>		

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		<p>reporting month progress of fan followers, likes, shares, etc.</p> <p><b>ISCP</b> -Good Presentation</p> <p><b>ACCORD</b> -Good presentation</p> <p><b>Aquaculture</b> -Good presentation</p> <p><b>Adolescent Program</b> -Good presentation</p> <p><b>CITEP</b> -Good presentation</p> <p><b>Radio Meghna</b> -Good Presentation - Full name must be written in the caption</p> <p><b>Radio Saikat</b> -Good presentation -Need to avoid detailed descriptions</p> <p><b>ERBCR</b> -Good presentation</p> <p><b>ENRICH</b> - Requested to add at least 1 slide in the presentation per month about the rehabilitation of beggars. - Good presentation</p> <p><b>SSF Gender Mainstreaming Project</b> -Good presentation</p> <p><b>Education</b> -Good presentation, everything is good.</p> <p><b>Child Protection</b> -Good presentation</p> <p><b>SEP-Dry fish</b> -Good presentation</p>		
5.	AOB	<ul style="list-style-type: none"> <li>The MEAL section will conduct an orientation/training to the staff on MEAL.</li> <li>Beneficiary feedback and Risk Assessment Report for the January-March quarter should be submitted.</li> <li>Project completion report of Education &amp; Child Protection Projects should be submitted by this month.</li> <li>Evaluation report of ACCORD, ERBCR, ISCP Projects should be completed by this month</li> <li>An orientation on “how to write quality indicators” will be held online this month.</li> <li>Concerned everyone should join in the PPMM unless donor meeting/visit, etc. Prior approval</li> </ul>	<p>05/06/2023</p> <p>30-05-2023</p> <p>30-05-2023</p> <p>30-05-2023</p> <p>30-05-2023</p> <p>Ongoing</p>	<p>JD-MEAL&amp;R</p> <p>PC, M&amp;E</p> <p>PC-Education &amp; Child protection</p> <p>PC- ACCORD, ERBCR, ISCP</p> <p>JD-MEAL&amp;R, PC-Education</p> <p>AI</p>

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
		should be taken from the DED for that by forwarding the donor email/communication/ invitation etc.		

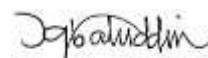
Having no other issues to discuss, the meeting was ended up with a vote of thanks by the Deputy Executive Director.

**Notes taken by:**



Md. Arif Ullah  
M&E Officer  
COAST ACCORD Project

**Moderated by:**



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