

Project Progress Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date 12 April 2023

Head-MEAL&SD, RTL, PC/PM, and M&E Officers from different projects participated the online Project Progress Monitoring Meeting (PPMM) on April 12, 2023 and assisted to make decisions. Joint Director- MEAL&R moderated while the Deputy Executive Director chaired the meeting.

A. Meeting Agenda:

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

B. Discussion and Decisions:

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	<ul style="list-style-type: none">While sending any documents and reports to JD-MEAL&R, should be given to CC Md. Abul Hasan (Head-CJRF) and Md. Zahidul Islam (Head-MEAL&SD).	Ongoing	PC/PM and M&E Officer
		<ul style="list-style-type: none">AD-ICT should be requested to upload any project PoP, newsletter and PP that has not uploaded yet.The PoP of the APFP project should be uploaded on the website.PoP cannot be uploaded without the approval of the Deputy Executive Director.	Ongoing 17/04/2023	PC/PM and M&E Officer Head-MEAL&SD
		<ul style="list-style-type: none">The (SAMPAN) Project will now be titled as the Aquaculture Project.The established signboard for the SEP project needs to be reinstalled in a prominent location.A 1/2 pager project brief and a PPT should be prepared by the SEP-Dry fish, PACE Crab, RMTP-Safe Poultry Project. They will also prepare a 2-minute video for social media campaign with the help of SC-Social Media. & Development CommunicationAfter the Eid vacation, PC-PACE will take on the assignment of informing the DC Sir in detail about the initiative.	April 2023 10/05/2023	PC (Aquaculture) PC-SEP, Dry fish, Safe Poultry.
		<ul style="list-style-type: none">Exit strategies for all projects should be prepared during the project design period.PCs should review their exit strategy and share to JD-MEAL&R with change, if any.	Ongoing 30/04/2023	PC/PM and M&E Officer
2	Newsletter feedback	<ul style="list-style-type: none">The quality of most of the project newsletters has been improved.All are requested to send PDF file of newsletter.	Ongoing	PC/PM

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
		<ul style="list-style-type: none"> APFP project also produce its newsletter. 	May 2023	
3	Data segregation report presentation	<ul style="list-style-type: none"> A total of 92% monthly targeted activity was reached in March 2023. A total of 67% project cumulative activities achievements made by March 2023. A total of 70% program participants has been reached up to March 2023, where 44% male and 56% female were participated. 	Ongoing	Head- MEAL&SD
4	Disability survey tools	<ul style="list-style-type: none"> The Washington Group Questionnaire should be used in the disability survey. All projects should achieve its target of disability inclusion. 	Ongoing Ongoing	All All
5	PPT and progress report sharing	<p>ISCP -Good Presentation</p> <p>ACCORD -Good presentation</p> <p>Aquaculture -Good presentation</p> <p>Adolescent Program -Good presentation</p> <p>CITEP -Good presentation</p> <p>Radio Meghna -Good Presentation</p> <p>Radio Saikat -Good presentation</p> <p>ERBCR -Good presentation</p> <p>SSF Gender Mainstreaming Project -Good presentation</p> <p>Education -Good presentation, everything is good.</p> <p>Child Protection -Good presentation</p> <p>SEP-Dry fish -Good presentation</p>		
	AOB	<ul style="list-style-type: none"> The MEAL section will conduct an orientation/training to the staff on MEAL Beneficiary feedback and Risk Assessment report for the January-March quarter should be submitted. 	10/05/2023 30-04-2023	JD-MEAL&R PC/PM-M&Es

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
		<ul style="list-style-type: none"> PC and M&E should participate in the PPMM. If anyone needs to leave for donor visit or other priority purposes, needs approval from the DED. 	Ongoing	All
		<ul style="list-style-type: none"> The ACCORD Project group members' accumulated funds (savings) should be discussed at the group meeting, and signatory and responsibilities should be handed over to members via a resolution. 	Closing of project	RTL/PC
		<ul style="list-style-type: none"> Everyone is requested to send accurate project data. Disciplinary action will be taken for fabrication and/or exaggeration. 	Ongoing	PC, M&E

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

Notes taken by:



Dileep Bhowmik
M&E Officer
COAST Education Project

Moderated by:



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