

COAST, Principal Office, Dhaka. Date: 16 April, 2019.

A meeting was held in PO on 16 April, 2019 chaired by Executive Director. The agenda of the meeting are as follows:

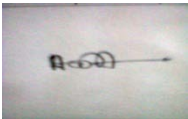
SL No	Particular	SL No	Particular	SL No	
1	Previous meeting Discussion	6	Courtesy	11	No pending work
2	Staff training	7	Code of Conduct signing	12	Web-site update and security
3	Diary	8	Transaction day	13	Cheque payment
4	Advance Plan	9	Po Meeting		
5	Field visit	10	Study of new police		

SI	Decisions	Responsible professionals	Date line
1.	<p>Previous meeting Discussion:</p> <ul style="list-style-type: none"> Previous meeting Discussing- FD-6 of Hironnelle Project will be submitted to NGAB immediately. 	MKA	22.4.2019
2.	<p>Staff training:</p> <ul style="list-style-type: none"> If any staff will go to any training then he / she must sign in an agreement. This agreement will be kept in his personal file. 	FAR	continue
3.	<p>Diary :</p> <ul style="list-style-type: none"> Every staff must be write diary every day. Daily plan of every staff will be checked by his/her 1st supervisor, if 1st supervisor did not found any written plan in diary, then he will deduct 1day salary of respective staff. This decision will be effective immediately. 	All 1 st supervisor	continue
4.	<p>Advance Plan:</p> <ul style="list-style-type: none"> Every PO staff must submit his monthly advance plan in written to his 1st supervisor on last working day of every month before leaving the office. 	All 1 st supervisor	continue
5.	<p>Field visit :</p> <ul style="list-style-type: none"> Designated PO staff will be done two field visit in a month. 	TI,FK,OF,MHD,ARF,FA,AZ	continue
6.	<p>Courtesy :</p> <ul style="list-style-type: none"> All staff must maintain and practice norms and courtesy. All staff are advised to watch y-tube/online video relating to norms and courtesy. 	All staff	Sometime
7.	<p>Code of Conduct signing:</p> <ul style="list-style-type: none"> Every staff must read the Code of Conduct policy and will put their signature in every page and will be submitted admin. 	All staff	22.04.19
8.	<p>Transactions day:</p> <ul style="list-style-type: none"> Transaction day of PO office will be Sunday, Tuesday and Thursday, this is a gentle reminder for all PO staff to maintain this schedule. 	All staff	continue
9.	<p>Po Meeting:</p> <ul style="list-style-type: none"> All staff meeting in principal office will be held in every after 15 days but sectional meeting will be held in every week. 	Sectorial chief	continue

SI	Decisions	Responsible professionals	Date line
10.	Study of new police: <ul style="list-style-type: none"> All PO staff must be read all new adopted policies and Board of Trustees deed. 	All staff	30.4.19
11.	No pending work: <ul style="list-style-type: none"> All staff will be responsible for his/her pending work, so all staff are advised to complete their pending work. . 	All staff	continue
12.	Web site update and security: <ul style="list-style-type: none"> Some documents are still not uploaded in the web site. So all the mentioned documents must be uploaded in COAST Trust website immediately. It is advised to lock some of the uploaded documents those are not publicly. 	AI & SH	continue
13.	Cheque payment: <ul style="list-style-type: none"> Every staff will collect their cheque/DD/TT from front desk and will put their signature in Cheque DD register. Don't call front desk for cheque & bring the DD register. 	All staff	continue

Having no other issues for discussions, the meeting ended up with the vote of thanks of the Executive Director.

Notes taken by-



Md. Ashaduzzaman
Head - Accounts.

17.04.2019