

Meeting minutes  
COAST, Principal Office, Dhaka. Date: 28<sup>th</sup> March, 2019.

A monthly meeting was held at PO on 28<sup>th</sup> March 2019 moderated by Sanat K. Bhowmik, the Director of COAST Trust. The notes of the meeting are as follows:

Agendas	Decisions & Decision
Advanced plan	<ul style="list-style-type: none"> <li>All staff will prepare their advanced plan and submit to their supervisor by 30 of each month.</li> </ul>
Training	<ul style="list-style-type: none"> <li>FA Rume, AD-GT&amp;CR will organize an <b>English Proficiency Training</b> for staff at the principal office, from 27 April to 29 April, 2019. All Coordinators and Heads will be the participants of the training.</li> <li>Micro Finance (MF) Foundation Training of all new staffs will be organized on 30 April, 2019. Branch Manager and Area Manager will not be engaged in the facilitation of training. RPC and representative from Dhaka office will facilitate the training. Foundation training recipients will have to sign an agreement with COAST in this regard.</li> </ul>
Field Visit	<ul style="list-style-type: none"> <li>Field visit is mandatory for all staffs, and it will be at least two times a month. The expected duration of each field visit will be five days, visitor will stay at branch office, if necessary.</li> </ul>
AoB	<ul style="list-style-type: none"> <li>No mail is expected without a subject. Mail sender will be more careful writing clearly the subject line that reflects what the email is.</li> <li>The local travel bill has to be submitted in every month. If anyone fails to submit the local travel bill within the running month, he /she will not be approved to get the local travel bill in next month.</li> <li>The word "ToR" has been replaced by 'Job Description' in our organization. We will write Job Description henceforth instead ToR.</li> <li>Rajib K. Bhowmik will take responsibility of overseeing all asset of projects and operation of COAST from now on.</li> </ul>

Responsible professionals	Decisions
Sanat K. Bhowmik	<ul style="list-style-type: none"> <li>Report prepare and submission to World fish</li> <li>ECOSOC quadrilateral report prepare.</li> <li>Field visit in Bhola</li> </ul>
Tarik Sayed Harun	<ul style="list-style-type: none"> <li>MRA Visit Barisal</li> <li>MCM Barisal</li> </ul>
Ferdous Ara Rume	<ul style="list-style-type: none"> <li>Radio Program review.</li> <li>Leadership for management training.</li> </ul>
MHD	<ul style="list-style-type: none"> <li>Attend to MCM Noakhali</li> <li>HR Software developed</li> </ul>
Tariqul Islam	<ul style="list-style-type: none"> <li>Field visit IECM&amp; CEPI project.</li> <li>Donor Project report.</li> </ul>
OFB	<ul style="list-style-type: none"> <li>Finalization of Torun Alo financial report.</li> <li>Quarterly report</li> </ul>
Md. Ashaduzzaman	<ul style="list-style-type: none"> <li>Attend to MCM Noakhali</li> <li>Monthly MF Report</li> </ul>
Foysoyl	<ul style="list-style-type: none"> <li>Audit report FDMN project(8 project)</li> <li>.FD-7 will be submitted Inter news project</li> </ul>
Hasibul Hoque	<ul style="list-style-type: none"> <li>Recruitment process of new staff.</li> <li>Appointment letter will be issue.</li> </ul>

Sipon Datta	<ul style="list-style-type: none"> <li>• Final payment</li> <li>• Medical bill check.</li> </ul>
Ashaduzzaman	<ul style="list-style-type: none"> <li>• New asset purchase information.</li> <li>• MCM-Cox's Bazar.</li> </ul>
Naznin Nahar	<ul style="list-style-type: none"> <li>• Tally posting</li> </ul>
Firoz Alom	<ul style="list-style-type: none"> <li>• Field visit-Photukhali</li> <li>• MCM-Bhola</li> <li>• Exiting and new policy follow-up</li> </ul>
Abdur Rahman Forid	<ul style="list-style-type: none"> <li>• MCM-Chatnogong Region</li> </ul>
Salehin Sarfaraz	<ul style="list-style-type: none"> <li>• Data collection for IDP</li> <li>• Field visit Cox's bazar</li> </ul>
Babu	<ul style="list-style-type: none"> <li>• Provident fund and welfare fund posting</li> </ul>
Razib Bhowmik	<ul style="list-style-type: none"> <li>• FD-6 revised of CJRF Project</li> <li>• MTCP-2 audit response</li> </ul>

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

Notes taken by-

Moderate by

Razib Bhowmik  
Sr. Coordinator F&A  
CJRF Project

Sanat K. Bhowmik  
Director  
COAST Trust