

COAST, Principal Office, Dhaka. Date: 3<sup>rd</sup> April, 2019.

Senior Management Team (SMT) meeting was held in PO on 03 April, 2019 chaired by Executive Director. The notes of the meeting are as follows:

SI	Decisions	Responsible professionals	Date line
1.	<p>Deed of Trust 2019:</p> <ul style="list-style-type: none"> <li>Deed of Trust 2019 completed successfully.</li> <li>All senior staff must read Deed of Trust 2019.</li> <li>Send Deed of Trust 2019 softcopy by email to all principal staff and field senior staff.</li> <li>Find Deed of Trust 2019 in COAST website (Click <a href="#">here</a>).</li> <li>Arrange monthly meeting by Senior Management Team (SMT). Meeting will be moderated by senior person and will be in minutes</li> </ul>	BUM & Abir	Continued
2.	<p>Localization Project:</p> <ul style="list-style-type: none"> <li>Localization national seminar will be held on 6<sup>th</sup> July 2019.</li> <li>If Oxfam not funding then COAST will bear total cost.</li> <li>Update website for seminar.</li> <li>Advisory Committee selection for seminar.</li> </ul>	MKA, BUM & Abir	Ongoing
3.	<p>Project recruitment:</p> <ul style="list-style-type: none"> <li>Select project PM for Citizens Engagement in Public Institutions (CEPI) Project by April 2019.</li> <li>Complete UNHCR recruitment by April 2019.</li> <li>Complete Worldfish project recruitment by April 2019.</li> </ul>	SUM, BIC	30 April 2019
4.	Complete Bhola sadar Building by May 2019	AKB	31 May 2019
5.	HRM software will be implemented by May 2019	SUM	31 May 2019
6.	Car purchase for Noakhali region, Chittagong region and Barisal region	MKA & AKB	ongoing
7.	Land Purchase Sonarpur center	AKB & RKC	ongoing
8.	<p>Radio Meghna:</p> <ul style="list-style-type: none"> <li>Newsroom separate</li> <li>Chair change</li> <li>purchase Laptop and others IT accessories</li> </ul>		

#### Next week activities:

SI	Name	Activities
1.	Barkat Ullah Maruf	<ul style="list-style-type: none"> <li>Hirondelle Foundation's FD-6, FD-7 approval activities</li> <li>PDD documentary</li> <li>Attend seminar in India</li> <li>EJN FD-6 prepared</li> </ul>
2.	Iqbal Uddin	<ul style="list-style-type: none"> <li>Compile all project reports</li> <li>HQAI report submit</li> <li>New policy orientation and complete agreement</li> </ul>
3.	Barequl Islam	<ul style="list-style-type: none"> <li>PACE project completion report</li> <li>Worldfish office setup</li> </ul>
4.	Omor Faruk	<ul style="list-style-type: none"> <li>Torun Alo project completion report and prepare next extension project.</li> <li>Arrange burn rate meeting after 2 months and follow up.</li> </ul>
5.	Salehin Sarforaj	<ul style="list-style-type: none"> <li>Field visit to Kutubdia</li> <li>Collect local level database</li> <li>Flipchart printing</li> </ul>

SI	Name	Activities
6.	Sumaia Mariam	<ul style="list-style-type: none"> <li>• Update HRM Software information.</li> <li>• UNHCR, CEPI and Worldfish project recruitment</li> </ul>
7.	Abdur Rahman	<ul style="list-style-type: none"> <li>• Chittagong field visit with MTB</li> <li>• Attend MCM and visit branches</li> </ul>
8.	Ferdous Ara Rumea	<ul style="list-style-type: none"> <li>• Field Visit to Bhola, Radio Meghna, IECM project</li> <li>• Radio Meghna Program review</li> </ul>
9.	Mustafa Kamal Akanda	<ul style="list-style-type: none"> <li>• Hironelle project FD-6</li> <li>• Localization seminar preparation and personal contact with local leader.</li> </ul>
10.	Abarul Islam	<ul style="list-style-type: none"> <li>• Purchase ICT related products for projects.</li> <li>• Purchase and design new website domain and hosting.</li> </ul>
11.	Rezaul Karim Chowdhury	<ul style="list-style-type: none"> <li>• Joint stock company registration related work and select new one advocate</li> <li>• Website for localization seminar.</li> <li>• Visit Geneva, receive award for COAST from CJRF and attend seminar</li> <li>• Meeting with HQAI</li> </ul>

Prepared by

Md. Abarul Islam  
Head- ICT