

An online meeting was held on 18 January 2021. The meeting presided over by the Deputy Executive Director. All staff of the Principal Office were present in the meeting. Meeting notes are as follows:

SI	Decisions	Responsible professionals	Dateline
1.	<b>SMT Meeting Responsibility</b> SMT meeting must be held in every month. ED will conduct the meeting, in absence of ED, DED; in absence of DED, Director-IA, M&E; in absence of Director-IA, M&E, Director-FCA&HRM will conduct the meeting chronologically.	RKC, SKB, SAH & AKB	Continuous
2.	<b>Annual Report</b> • Preparation of annual report 2019-2020	SKB & BUM	Within January
3.	<b>Field Visit</b> • Visit should be started from field • Doing exit meeting and discussing about findings & for motivation • Field visit report must be attached with bill	All staff	Ongoing
4.	<b>Hygiene</b> • Curtains can be provided from Dhaka if not available in field	Shipon Datta	Within February
6.	<b>Training</b> • Human Relation & Team Building Training	SKB & FAR	Within February
7.	<b>Video Making</b> • MEAL video • Making some short promotional video for website	IU, BUM & SSK	Within February
8.	<b>CJRF Office</b> • Discussing and deciding about leaving CJRF office	SAH & RKC	Within January
9.	<b>Vehicles</b> • Following up driving learning of Jamsed and Amzad	AKB	1 <sup>st</sup> week of February
10.	<b>Diary &amp; Notebook Usages</b> • Diary should be used regularly • Supervisor may check diary of his/her colleagues	All staff	Continuous

#### Next Monthly Action Plan:

SI	Staff name	Position	Activities
1.	Sanat Kumar Bhowmik	Deputy Executive Director	<ul style="list-style-type: none"> <li>Charfassion field visit</li> <li>Appraisal Process with colleagues</li> <li>Giving revised Project Proposal to SDF, Thailand.</li> <li>Literature development on Team Building and Human Relation</li> <li>Annual report 2019 and 2020</li> </ul>
2.	Mostafa Kamal Akanda	Director -Admin & SR	<ul style="list-style-type: none"> <li>Meeting with Church of Bangladesh</li> <li>Legal aspects and final approval for Radio Saikat antenna</li> <li>Bhasanchar movement follow-up</li> </ul>
3.	Tarik Syed Harun	Director-Core Program	<ul style="list-style-type: none"> <li>Fund management</li> <li>Follow up AB Bank and Dhaka Bank</li> <li>CDF regional conference</li> <li>Joint Stock follow-up</li> </ul>
4.	Syed Aminul Hoque	Director-IA,M&E	<ul style="list-style-type: none"> <li>Finalizing Evaluation report</li> <li>2 Donor review meetings</li> <li>CJRF Partners review meeting</li> <li>UP Vulnerable study &amp; Climate adaptation meeting</li> </ul>
5.	Ahsanul Karim Babor	Director-FCA & HRM	<ul style="list-style-type: none"> <li>External Audit</li> <li>Annual report of Finance</li> <li>Gratuity Fund NBR registration</li> </ul>

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			<ul style="list-style-type: none"> <li>Fund management</li> </ul>
6.	Mujibul Haque Munir	JD-SDC	<ul style="list-style-type: none"> <li>Starting field level implementation of ToGETHER Project</li> <li>Need assessment report and project proposal for Malteser new project</li> <li>NRC Project proposal</li> </ul>
7.	Barkat Ullah Maruf	JD-SRM	<ul style="list-style-type: none"> <li>Video making for MEAL</li> <li>Annual report</li> </ul>
8.	Md. Iqbal Uddin	JD-MEL & HA	<ul style="list-style-type: none"> <li>Documentary video of child marriage</li> <li>MEAL video making</li> <li>Field visit</li> </ul>
9.	Mahamudul Hasan Didar	AD-Core Operation	<ul style="list-style-type: none"> <li>HR Software update</li> <li>Field visit &amp; MCM Cox's Bazar</li> <li>MRA &amp; CIB works</li> </ul>
10.	Sahabuddin	AD-Internal Audit	<ul style="list-style-type: none"> <li>ITDC Land works</li> <li>Field visit in CFTM &amp; Branches</li> <li>Audit summary meeting.</li> </ul>
11.	Ferdous Ara Rumea	DD-GT&CR	<ul style="list-style-type: none"> <li>Safeguarding, Staff verification policy review</li> <li>Ipas report</li> <li>CRM Report compilation</li> </ul>
12.	Barequl Islam Chowdhury	AD-EnD	<ul style="list-style-type: none"> <li>Balance sheet analysis of Enterprise Unit</li> <li>Project Evaluation report of Dry Fish project</li> <li>Prepare budge for Sustainable Enterprise project</li> </ul>
13.	Md. Omour Faruk	AD-FM	<ul style="list-style-type: none"> <li>Return submission</li> <li>Radio Saikat's Transmitter procurement</li> <li>Our Ocean budget</li> </ul>
14.	Md. Tariqul Islam	AD-FM	<ul style="list-style-type: none"> <li>Supporting British council audit</li> <li>Supporting &amp; completing CFTM &amp; CJRF audit</li> </ul>
15.	Abarul Islam	Head-ICT	<ul style="list-style-type: none"> <li>ID card</li> <li>UHF Walkie-talkie system establishment</li> <li>Team Tracking system</li> <li>Radio Meghna website finalization</li> </ul>
16.	Md. Anwar Hossain	Head-FIS & MIS	<ul style="list-style-type: none"> <li>Reimbursement report of Samriddhi &amp; Probin Karmashuchi project</li> <li>Stromme Foundation External audit and accounts works</li> </ul>
17.	Abdur Rahman	Head-Core Operation	<ul style="list-style-type: none"> <li>Chittagong Field visit</li> <li>MCM</li> </ul>
18.	Shipon Kumar Datta	Head-Accounts	<ul style="list-style-type: none"> <li>Provident fund reconciliation</li> <li>New mask printing</li> <li>Final payment &amp; Medical bill</li> </ul>
19.	Md. Zahidul Islam	Head-Meal & SD	<ul style="list-style-type: none"> <li>Field activities of APFP Project</li> <li>PPMM of February</li> <li>Working on upcoming feedback from APFP &amp; CFTM</li> </ul>
20.	Md. Abul Hasan	Program Head	<ul style="list-style-type: none"> <li>2 District level seminar preparation</li> <li>CJRF newsletter</li> <li>CEPI Project visit in February</li> </ul>
21.	Hasibul Haque	Head-HRM	<ul style="list-style-type: none"> <li>HRM Software works</li> <li>Increment letter</li> <li>Field visit</li> </ul>
22.	Sabbir Ahmed	Sr.Co.-FM	<ul style="list-style-type: none"> <li>FDMN project final audit report</li> </ul>
23.	Ragib Hasan	Sr.Co.-Accounts	<ul style="list-style-type: none"> <li>Inventory checking</li> <li>Noakhali operation final payment check</li> <li>All operation voucher checking &amp; posting</li> </ul>
24.	Shaharul Hossain (Sagor)	Coordinator- ICT	<ul style="list-style-type: none"> <li>Attendance report generation via Fingerprint devices</li> <li>Purchases of ToGETHER project's IT equipment</li> </ul>

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			<ul style="list-style-type: none"> <li>Employee tracking software development</li> </ul>
25.	Ali Abbas	H-FMCT	<ul style="list-style-type: none"> <li>Emergency procurement policy revision</li> <li>UNICEF Child protection &amp; Education project procurement follow-up</li> </ul>
26.	Mostafijur Rahman	Coordinator-CR	<ul style="list-style-type: none"> <li>Solve Radio Meghna online issues</li> <li>2 video script writing for Ipas</li> </ul>
27.	Salma Sabiha Khushi	Sr.Co.-SM& DC	<ul style="list-style-type: none"> <li>Promotional video production for Facebook &amp; YouTube</li> <li>Study on every running projects of COAST</li> <li>Female Health Care Meeting</li> </ul>
28.	Razib K Bhowmik	Sr. Coordinator-Finance & Admin	<ul style="list-style-type: none"> <li>CJRF external audit preparation</li> <li>APFP audit preparation</li> <li>ToGETHER work plan with Rajan</li> </ul>
29.	Md. Arif Dewan	Coordinator- PA & C	<ul style="list-style-type: none"> <li>Workshop of ToGETHER project</li> <li>LHP selection process/Physical verification</li> <li>Planning workshop with LHP</li> <li>CJRF report</li> </ul>
30.	Salehin Surfaraz	Coordinator-PA	<ul style="list-style-type: none"> <li>Preparing Monitoring report</li> <li>Local authority certificates collection</li> <li>Best practice writeup</li> </ul>
31.	Rehnuma Kamal	Coordinator-Accounts	<ul style="list-style-type: none"> <li>PF/WF posting.</li> <li>Loan posting</li> <li>Three months reconciliation</li> </ul>
32.	Sraboni Shahana	Manager-Accounts	<ul style="list-style-type: none"> <li>Advance adjustment &amp; Bank payment journal.</li> <li>Vendor payment</li> <li>Petty cash management</li> </ul>

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

Notes taken by,  
Shaharul Hossain (Sagor)  
Coordinator-ICT

Moderated by  
Sanat Kumar Bhowmik  
Deputy Executive Director