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.	SMT Meeting Responsibility 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.	Annual ReportPreparation of annual report 2019-2020	SKB & BUM	Within January	
3.	 Field Visit 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.	Hygiene Curtains can be provided from Dhaka if not available in field	Shipon Datta	Within February	
6.	Training Human Relation & Team Building Training	SKB & FAR	Within February	
7.	 Video Making MEAL video Making some short promotional video for website 	IU, BUM & SSK	Within February	
8.	CJRF OfficeDiscussing and deciding about leaving CJRF office	SAH & RKC	Within January	
9.	Vehicles • Following up driving learning of Jamsed and Amzad	AKB	1 st week of February	
10.	Diary & Notebook Usages 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	Charfassion field visit
		Director	Appraisal Process with colleagues
			Giving revised Project Proposal to SDF, Thailand.
			Literature development on Team Building and Human
			Relation
			Annual report 2019 and 2020
2.	Mostafa Kamal Akanda	Director -Admin & SR	Meeting with Church of Bangladesh
			Legal aspects and final approval for Radio Saikat antenna
			Bhasanchar movement follow-up
3.	Tarik Syed Harun	Director-Core Program	Fund management
			Follow up AB Bank and Dhaka Bank
			CDF regional conference
			Joint Stock follow-up
4.	Syed Aminul Hoque	Director-IA,M&E	Finalizing Evaluation report
			2 Donor review meetings
			CJRF Partners review meeting
			UP Vulnerable study & Climate adaptation meeting
5.	Ahsanul Karim Babor	Director-FCA & HRM	External Audit
			Annual report of Finance
			Gratuity Fund NBR registration

Need assessment report and project proposal for Malteser new project NRC Project proposal NRC Project proposal NRC Project proposal Video making for MEAL Annual report Documentary video of child marriage MEAL video making Field visit Makamudul Hasan Didar AD-Core Operation HR Software update Field visit & MCMC Cox's Bazar MRA & CIB works	SI	Staff name	Position		Activities
Need assessment report and project proposal for Malteser new project NRC Project proposal NRC Project proposal propo				•	Fund management
Malteser new project	6.	Mujibul Haque Munir	JD-SDC	•	Starting field level implementation of ToGETHER Project
Roce Project proposal Video making for MEAL Annual report Documentary video of child marriage MEAL video making Mahamudul Hasan Didar AD-Core Operation AD-Core Operation Return such as MEAL video making Field visit HR Software update Field visit & MCM Cox's Bazar MRA & CIB works ITDC Land works Field visit in CFTM & Branches Audit summary meeting. Safeguarding, Staff verification policy review lipas report CRM Report compilation Balance sheet analysis of Enterprise Unit Project Evaluation report of Dry Fish project Prepare budge for Sustainable Enterprise Project Return submission Radio Saikat's Transmitter procurement Our Ocean budget Md. Tariqul Islam AD-FM Supporting British council audit Supporting British council audit Supporting Staff welfication policy review lipas report Return submission Radio Saikat's Transmitter procurement Our Ocean budget Head-ICT ID card UHF Walkie-talkie system establishment Team Tracking system Radio Meghna website finalization Reimbursement report of Samriddhi & Probin Karmashuchi project Stromme Foundation External audit and accounts Komman Head-Core Operation New mask printing Final payment & Medical bill Final payment & Medic				•	Need assessment report and project proposal for
7. Barkat Ullah Maruf					Malteser new project
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9. Mahamudul Hasan Didar 10. Sahabuddin 10. Sahabuddin 11. Ferdous Ara Rumee 11. Ferdous Ara Rumee 12. Barequil Islam 13. Md. Omour Faruk 14. Md. Tariqui Islam 15. Abarul Islam 16. Md. Anwar Hossain 17. Abdur Rahman 18. Shipon Kumar Datta 18. Shipon Kumar Datta 19. Md. Zahidul Islam 19. Md. Abul Hasan 20. Machaman 21. Barequil Islam 22. Sabbir Ahmed 23. Ragib Hasan 24. Md. AD-FM 25. Machaman 26. Machaman 27. Abdur Rahman 28. Shipon Kumar Datta 29. Md. Abul Hasan 29. Machaman 20. Machaman 20. Machaman 20. Machaman 21. Machaman 22. Sabbir Ahmed 23. Ragib Hasan 24. Machaman 25. CoAccounts 26. Machaman 27. CoAccounts 28. Miso Meghna website finalization 29. Proyierd final audit from Approximation and accounts of the final payment & Medical bill 39. Md. Zahidul Islam 30. Md. Abul Hasan 30. Machaman 30. M				•	Annual report
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9. Mahamudul Hasan Didar AD-Core Operation • HR Software update • Field visit & MCM Cox's Bazar MRA & CIB works 10. Sahabuddin AD-Internal Audit • ITDC Land works • Field visit in CFTM & Branches Audit summarry meeting. 11. Ferdous Ara Rumee DD-GT&CR • Safeguarding, Staff verification policy review ipas report • CRM Report compilation 12. Barequl Islam AD-EnD • Balance sheet analysis of Enterprise Unit • Project Evaluation report of Dry Fish project Prepare budge for Sustainable Enterprise project Prepare budge for Sustainable Enterprise project Prepare budge for Sustainable Enterprise project Our Ocean budget Our Ocean budget				•	•
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operation rounter areasing a posting				•	All operation voucher checking & posting
	24.	Shaharul Hossain (Sagor)	Coordinator- ICT	•	Attendance report generation via Fingerprint devices
Purchases of ToGETHER project's IT equipment				•	

SI	Staff name	Position	Activities
			Employee tracking software development
25.	Ali Abbas	H-FMCT	Emergency procurement policy revision
			UNICEF Child protection & Education project
			procurement follow-up
26.	Mostafijur Rahman	Coordinator-CR	Solve Radio Meghna online issues
			2 video script writing for Ipas
27.	Salma Sabiha Khushi	Sr.CoSM& DC	Promotional video production for Facebook & YouTube
			 Study on every running projects of COAST
			Female Health Care Meeting
28.	Razib K Bhowmik	Sr. Coordinator-	CJRF external audit preparation
		Finance & Admin	APFP audit preparation
			ToGETHER work plan with Rajan
29.	Md. Arif Dewan	Coordinator- PA & C	Workshop of ToGETHER project
			LHP selection process/Physical verification
			Planning workshop with LHP
			CJRF report
30.	Salehin Surfaraz	Coordinator-PA	Preparing Monitoring report
			Local authority certificates collection
			Best practice writeup
31.	Rehnuma Kamal	Coordinator-Accounts	PF/WF posting.
			Loan posting
			Three months reconciliation
32.	Sraboni Shahana	Manager-Accounts	Advance adjustment & Bank payment journal.
			Vendor payment
			Petty cash management

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