

Minutes of the Team Meeting chaired by Executive Director on 30/08/2017

Executive Director, Kudumbashree convened a meeting of all teams on 30/8/2017 at 10.30 am in Kudumbashree head office to communicate the proposed activities for the next three months. All POs/ PMs/APMs were called for the meeting.

Executive Director stated two things that is important and to be kept in mind .i.e.

1. Outcome &
2. Responsibility (All should be responsible)

He informed that a two day workshop will be conducted in the next three months in which each team should make a presentation on proposed activities, the content of the presentation should be as follows:

1. Two day workshop on **September 15th & 16th, October 12th & 13th, Nov 9th & 10th**
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 - a. Each team should make a presentation- **8 slides**
 - i. Key outcome-
 1. Slide-1: **Top three key activities, Plan of action** with proposed dates for completion, **convergence** with other schemes (eg. City Livelihood Centres of NULM with MKSP, Marketing), **expected expenditure**
 2. Slide-2: **Annual Plan for 2018-19**; key programmes of **each team proposed** in the annual plan
 3. Slide-3: **Key tasks of each team** (main 3 tasks)
 4. Slide-4: **Main achievements**
 5. Slide-5: **Personal project**
 6. Slide-6: **Documentation** (Identify **topics(titles) achieved by each team** for documentation)
 7. Slide-7: List of **monitoring tables**
 8. Slide- 8 (**only for ME team**)- **List of opportunities received/expected**
 - ii. **October & November** meeting- **Outcome** based on the initial presentation (September 15th & 16th)

Decisions

- 1) By **December** the **proposed tasks** of each team should be **achieved**.
- 2) **PO(Org)** should **co-ordinate** the meeting. **All teams** (NRO, SVEP, Attapadi, Kochi Metro) should be informed the same.

Teams

Sl.No	Team	Responsible Person
	NRO	
	Kochi Metro	
	Attappadi Special project	
	Micro Enterprises, Collectives & Producer Companies	
	Marketing	
	Organisation	
	Micro Finance	
	Animal Husbandry	
	Agri/ MKSP	
	Asraya/ BUDS/ BRC	
	Tribal Special Project	
	Gender	
	Balasabha	
	DDU GKY	
	NRLM	
	NULM	
	PMAY	
	Public Relations	
	MIS	
	Admin & Accounts	

- 3) **All Officers- in- charge of districts** should attend the **PRM** compulsorily.
- 4) **Four days field visit** compulsory for all **State Programme Officers/ managers** in a month (from October 2017 onwards)
- 5) All **employees** will be given charge of **two CDSs** as part of Kudumbashree School.