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|  | **MAWA PROJECT MONTHLY MONITORING MEETINGS CHECKLIST** | | |  |
| **Ensuring a good start 🡺🡺🡺🡺🡺🡺🡺** | **Optimizing the time together 🡺🡺🡺** | **Maximizing learning benefits** |
| **Preparing for the meeting** | **Managing the proceedings** | **Communicating the outcomes** |
| * **PM has decided on** * Date * Venue/location * Start and end time * Participants * Meeting purpose and agenda * Use of evaluative thinking (ET) approaches in the meeting * **DCOP has identified and assigned tasks** * Topic presenters * Notetakers * Other assigned meeting roles * **DCOP has contacted participants** * Establishing respectful and enthusiastic tone * Reminding participants that time will be devoted to their learning action plan * Requesting confirmation * **PM has organized** * Transport * Refreshments * Resources (e.g. projector, screen) * Materials (e.g. copies of pathway model, IPTT, learning action plans, etc) | * **DCOP or PM begins the meeting** * Starting on time * Asking participants to introduce themselves by name and role * Reviewing the meeting purpose and agenda * Asking for ‘Any Other Business’ * Agreeing norms that will encourage participation and evaluative thinking * Requesting updates on: 1/ tasks from previous meetings; and, 2/ action plan for learning * **Participants review program progress** * Assessing Field Supervisor monthly progress reports * Identifying variance between anticipated and actual program performance * Using ET to * Consider response options by exploring multiple perspectives * Decide on next steps * Prepare work plans incorporating next steps * **DCOP ends the meeting** * Summarizing decisions and all agreed tasks before next meeting * Offering space for an ‘appreciative pause’ * Agreeing schedule for next meeting * Finishing on time | * **Within a week of the monthly meeting, TQC** * Distributes meeting notes to participants * Communicates follow-up tasks to task owners * Debriefs the DCOP and other TQCs * Organizes a schedule to check-in before next meeting on task progress with task owners * Files the meeting notes in a location where they can be easily found * Connects with regional advisors if technical questions have arisen * **On a periodic basis, TQC** * Summarizes Mawa achievements with regard to * The pathway model(s) * Approved indicators * Learning, adapting and responding to variance between anticipated and actual program performance * **With approval from DCOP/COP, TQC** * Consolidates and makes more widely available the learning generated and adaptive responses * Considers different communication media to maximize the value created from Mawa learning |

**COP = Chief of Party; DCOP = Deputy Chief of Party; PM = Program Manager; TQC = Technical Quality Coordinator. This checklist is not intended to be comprehensive.**