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