Purpose of the Meeting: Quarterly review meeting with AIF

Date: 08-Oct-2020, Thursday from 12pm to 1pm

Participants:

From WinVinaya Foundation: Sivasankar (Shiva) Jayagopal, Akila Sankar, Alwin Augustine

From AIF: Renuka Bhagat, Manish Kumar

Main points of discussion:

* Shiva explained the journey of WinVinaya in quarter 1 with the statistics, challenges faced, measures taken to overcome the challenges etc.
* Akila presented the quarterly report and Renuka and Manish has given the comments on it
* Comments from Renuka and Manish for the quarterly report:
  1. Change the number of candidates enrolled into 17
  2. Reduce the number of dropouts by excluding those who dropped down in the beginning of the training
  3. Write down the companies' names and highlight the efforts made by WinVinaya in placement process.
  4. Small summary of the case story can be added in section 5
  5. Quotes from other agencies/colleges who supports this program can also be included in section 6
  6. Photos can be added in the beneficiaries’ quotes section. It can also include following: What was the impact to their family after attending this training?, How he/she looks into their futures?, What are the skills that they developed?
  7. The trainer's quotes and WinVinaya Foundation’s quotes can also be included in beneficiary's quotes.
* Strategies for improving the placements, improving daily attendance and reducing dropouts can be added in future goals

Action Items:

* Alwin will send the following documents by EOD
  1. Monthly progress tracker by adding the candidates’ information from Batch B4 to B10
  2. Quarterly progress report after making the necessary changes
  3. RIR for tranche 2 after making necessary changes
  4. Uploading the rest of the candidates’ documents to MIS
  5. Uploading the correct course completion certificate of Ranjitha from batch B2
* WinVinaya Foundation and AIF agreed to have the review meeting on first Wednesday of every month. Calendar invite will be sent by Manish
* Alwin will sent a separate mail to Renuka regarding one candidate who repeated the training from another agency