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| --- | --- | --- | --- |
| **Date** | **1/11/2020** |  |  |
| **Sl. No.** | **Topics** | **Work** | **Comments** |
| 01 | Email Account Open | [chiefcoordinator.bfllfea@gmail.com](mailto:chiefcoordinator.bfllfea@gmail.com)  Pass: Jubayer2020 | Done |
|  |  | [chiefcoordinator.bta@gmail.com](mailto:chiefcoordinator.bta@gmail.com)  Pass: Jubayer2020 | Done |
|  |  | [chiefcoordinator.bkmea@gmail.com](mailto:chiefcoordinator.bkmea@gmail.com)  Pass: Jubayer2020 | Done |
|  |  | [chiefcoordinator.baira@gmail.com](mailto:chiefcoordinator.baira@gmail.com)  Pass: Jubayer2020 | Done |
|  |  | [chiefcoordinator.bdms@gmail.com](mailto:chiefcoordinator.bdms@gmail.com)  Pass: Jubayer2020 | Pending |
|  |  |  |  |
| 02 | All Document Scan | Cam Scanner for All Deed and Documents According to Folder | Done |
|  |  |  |  |
| 03 | Prepare an Email for Sending to Authorities | Write down and edit for sending the email according to authority for New project engagement according to authorities | Ongoing |
|  |  |  |  |
| 04 | Proposal for SME | 1. Background 2. Literature Review and GAP analysis 3. Objectives 4. Basic Plan 5. Production Point 6. Support to Depreciated Personnel Due to COVID-19 7. Transport 8. Hygiene Food 9. Smart Packaging 10. Online Sales 11. Live Market 12. Live Shops 13. Garments/Trade Body wise Sales point 14. Smooth Supply Chain 15. Beneficiaries 16. Money Burn Point 17. Our Strength 18. Team 19. Technology Required 20. Equity Required 21. COVID-19 Preparedness 22. Sustainability 23. Poverty Reduction 24. SDG Target 25. Funding Request |  |