**Commonwealth Association of Technical Universities & Polytechnics in Africa (CAPA-ATUPA)**

**Digital Content for Youth Employability Skills Training in Africa, Community of Practice**

**MINUTES OF SECOND MEETING OF THE**

**MONITORING AND EVALUATIOM (M&E) TASK TEAM - FEB. 4, 2O21**

**MEMBERS IN ATTENDANCE**

1. Rachel Mindra (RM) - Chair
2. Jahou Faal (JF)
3. Johannes Kioko (JK) - Rapporteur
4. Stephen Obiro (SO)
5. Shafika Isaacs (SI)
6. Zipho Tshapela (ZT)
7. Mich-Seth Owusu (MO)
8. Funmilayo Doherty (FN)

**ABSENT WITH APOLOGY**

1. Misheck Kalungulungu (MK)

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| Agenda | | |
| **Time** | **Agenda Item** | **Presenter** |
| 10.05 – 10.10 | Opening Remarks by Chair | Rachel Mindra-Convener |
| 10.10 – 10.15 | Minutes and Actions from Feb 1, 2021 | Johannes Kioko - Rapporteur |
| 10.15 – 10.40 | M&E Task Execution Discussions | Shafika Isaacs & All Members  Rachel Mindra (Moderator) |
| 10.40 – 10.50 | Allocation of Tasks  Any Further Task Execution Guidance | All Members discuss  Rachel Mindra (Moderator) |
| 10.50 – 11.00 | Summary of Actions & Closing Remarks | Johannes Kioko \*Rapporteur) &  Mrs. Faal (CAPA-ATUPA SG) |

1. Preliminaries

The meeting was called to order by RM at 10.05 EAT and the meeting begun with word of prayer by FD

1. Opening Remarks by the Chair

The Chair (RM) recognized members present and confirmed quorum. She welcomed new members who were joining from other TTs and thanked all present for commitment towards the tasks at hand. The Chair projected the Agenda and invited the approval or amendments, after which the Agenda was unanimously adopted.

1. Minutes & Actions from Meeting of Feb 1, 2021

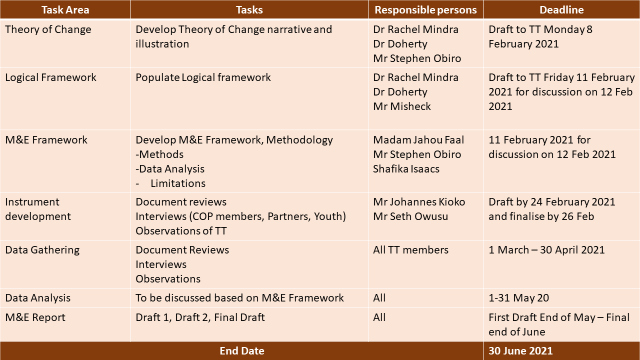
* The Chair invited the Rapporteur JK who took members through the Minutes of the previous meeting held on Feb 11, 2021
* Members confirmed that the Minutes were a true record of the proceedings of the previous meeting. Minutes were confirmed and adopted with SI moving motion seconded by SO
* FD requested that the Theory of Change slides be shared with the new members. RM said she planned to flag the slides during the meeting and share afterwards.

1. M&E Task Execution Discussions

* RM thanked the new members for agreeing to join the M&E task team as link persons to the respective Task Teams they were initially assigned.
* She invited SI to take the members through the M&E tasks for reflection and particularly for the benefit of new members.
* SI shared a screen with a template outlining the tasks. In addition the template indicated the areas, sub-tasks, the individuals to take up the sub-tasks and the deadlines.
* She reiterated that the work of the Task Team was very exciting and it would keep the entire COP on track through research and monitoring of the work of the different Task Teams.
* SI hoped that members would be flexible to “travel” and attend meetings of the other Task Teams.
* She proposed that at least 2 members take up a sub-task and collaborate in its execution, with reports on progress every month and/or at every meeting, and took members through voluntarily taking up sub-tasks.
* The meeting discussed and adopted various sub-task deadlines. JK and SI were asked to work on a Gantt chart in line with what had been agreed and share with members at the earliest possible date or at the next meeting.
* RM thanked SI for the elaborate presentation and for guiding members in distributing sub-tasks. She then opened the floor for discussions.
* JF thanked SI for laying out the deliverables and the sub-tasks for members to consider and to volunteer on.
* RM suggested the Task Team could at a future date agree on the data analysis modalities to which SI agreed

1. Summary of Action & Closing Remarks

JK presented the summary of Actions.



The meeting also asked SI and JK to develop a Gantt chart for the work of the Task Team and present this to the Team in the next meeting.

Closing Remarks

* JF thanked the Chair of the meeting and for the way she had steered the discussions. She thanked members for their contributions and deep insights to the Task Team. Furthermore, she thanked SI for her expert guidance to the Task Team. She encouraged everyone to keep the enthusiasm that had been displayed.
* RM appreciated the complements by JF and thanked all members for their support and meaningful contributions and looked forward to meeting on Friday February 12, 2021. She then declared the meeting officially ended.