**MINUTES OF LMRP GROUP WORK**

**NAME OF GROUP WORK:** BLANTYRE GROUP 7

**DATE**: 11/06/22

**TIME**: 2: 00PM – 3: 00PM

**VENUE**: Zoom meeting

**HOST OF THE MEETING:** Loncy Sajeni

**Participants**

* Loncy Sajeni : Coordinator
* Catherin Mwapasa
* Nelson Kumwenda
* Dr. Zaziwa Gunda
* Chrissy Banda
* Penjani Chunda
* Olive Muhoko
* Mirrium Hajahaja

**OBJECTIVES**

* State the team’s expectations, concerns and doubts regarding the LMRP
* Develop a schedule for the team meetings for each of the modules
* Select coordinators for each team meeting

**EXPECTED RESULTS**

* Summary of the team’s expectations and concerns
* Schedule of team meetings
* Coordinators for the team’s meetings chosen

**TEAM EXPECTATIONS**

* By the end of the training we will be equipped with knowledge and skills on Risk Communication and Community Engagement towards Pandemics
* By the end of this course we will get certificates of recognition
* By the end of this course we will gain knowledge and improve on leadership skills on managing emergencies for example COVID-19 Pandemic
* We will be equipped and learn how to coordinate and collaborate to make sure that the team has achieved its goals
* By the end of this training we expect to have all the modules for LMRP covered and apply all the knowledge gained
* By the end of this course we will experience online education and apply the knowledge in the future.
* We expect that by the end of the training we will have a team in Blantyre that will be able to handle pandemics without challenges
* By the end of this course we will gain knowledge and skill on resource mobilization towards pandemics
* By the end of the training we will and improve on Team work towards pandemics
* We expect to explore and learn more through exchange/learning visits across the regions
* By the end of this course we will have a colorful graduation outside the district.
* By the end of learning of the training we will be able to respond to Epidemics in terms of identification, responding, managing and Reporting of cases in order to prevent further spread of the out- break.
* By the end of the training will be able to join International Conferences.

**CONCERNS**

* Problem with internet connectivity might interrupt learning process
* Problem to get bundle in time might also interfere with learning process
* Commitments of members to other duties might interfere with our group meetings
* Long hours without electricity.

**DOUBTS**

* Fear if we will be able to complete the training (six months is too long)
* If all Coordinators will take up their weekly assignment.

**ROLES OF THE COORDINATOR**

* Coordinate weekly activities and make sure that every member has completed all the activities assigned that week
* Organize the group meeting to ensure that all team members have done their individual work and reading before attending the meeting.
* Facilitate the meeting, following the meeting instructions, and trying to balance participation among all members.
* Summarize and document the results of the team meeting and send them to the facilitators.
* Communicate with the facilitators about any problems or absences of team members.
* Encourage members of the team to participate in the conversation in the Forum

**BLANTYRE WEEKLY MEETINGS SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MODULE | TIME | WEEK | MEETING DATE | COORDINATOR |
| One | June 6 - 12 | One | June 11, 2022 | Loncy Sajeni |
| Two | June 13 - 26 | One | June 24, 2022 | Catherin Mwapasa |
| Three | June 27 – July 17 | OneTwo | July 8,2022July 15, 2022 | Mirrium HajahajaNelson Kumwenda |
| Four | July 18 – Aug 7 | OneTwo | July 29,2022August 5, 2022 | Dr. GundaOlive Muhoko |
| Five | August 8 - 21 | One | Aug 19, 2022 | Penjani Chunda |
| Six  | Aug 22 – Sept 11 | OneTwo | Sept 2, 2022Sept 9, 2022 | Chrissy BandaLoncy Sajeni |
| Seven | Sept 12 - 18 | One | Sept 16, 2022 | Catherin Mwapasa |

**PLAN FOR NEXT MEETING**

**Date**: 24 June, 2022

**Coordinator**: Catherin Mwapasa

**Venue**: Blantyre DHO Conference / Zoom link will be provided

**Agenda**: Team work activity

**Closing Remarks**

Done by the team leader Loncy Sajeni at 3 PM who thanked the members for joining the meeting and requested everyone to send their individual work to Coordinator for consolidation.