ZOMBA TEAM GROUP MEETING (GROUP 1)

DATE: 13/06/22

VENUE: DHSS OFFICE

TIME: 9:30 AM TO 10:30 AM

**CHAIR OF THE MEETING**

ELLINA MAKWAWA

**MEMBERS PHYSICALLY PRESENT**

ELLINA MAKWAKWA

PATRICK BANDAWE

PETER COLLINS KAMULONI

MOSES GONDWE

**MEMBERS PRESENT THROUGH ONLINE**

**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 teams meetings chosen

TEAM EXPECTATIONS

1. To familiarize ourselves with some leadership skills.
2. To learn skills that are being applied in most projects.
3. To get certificates from this course.
4. To gain knowledge and improve on our leadership skills
5. To get knowledge and skills on how manage difficult situations and pandemics.

**CONCERNS**

1. Most members are committed with other equally important assignments, related to job so meetings will be affected.
2. Network problems will affect the meeting and learning
3. Delay in receiving bundles
4. Meeting ourselves without the facilitators does not motivate members
5. If there is a room to support participants with phones.

**DOUBTS**

* Others might quite the course due to other commitments.

**RECOMMENDATION**

* The coordinator of the week should be vigilant to remind members about the meeting.
* Encourage to meet physically
* To ask if the project can provide the phones to the participants
* Members should meet physically

**ROLES OF THE COORDINATOR**

* 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

**ZOMBA WEEKLY MEETINGS SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module** | **TIME** | **WEEK** | **MEETING DATE** | **COORDINATOR** |
| One | June 6 - 12 | One | June 9, 2022 | Ellina Makwakwa |
| Two | June 13 - 26 | One | June 23, 2022 | Dr. Julita Kathumba |
| Three | June 27 – July 17 | One  Two | July 7,2022  July 14, 2022 | Hafsa Melesha  Titha Nsitu |
| Four | July 18 – Aug 7 | One  Two | July 28,2022  August 4, 2022 | PeterKamuloni  Patrick Bandawe |
| Five | August 8 - 21 | One | Aug 18, 2022 | Innocent Mvula |
| Six | Aug 22 – Sept 11 | One  Two | Sept 1, 2022  Sept 8, 2022 | Brother Zulu  Moses Gondwe |
| Seven | Sept 12 - 18 | One | Sept 15, 2022 | Hafsa Melesha |

PLAN FOR NEXT MEETING

Date: 23 June, 2022

Coordinator: Dr JULITA KATHUMBA

Venue: DHO CONFERENCE ROOM

Agenda: Team work activity

At 10:30 AM meeting closed by the team leader (ELLINA MAWAKWA)