

Quarterly Programme Review — Digital Literacy

Date	Thursday, 9 July 2026
Time	2:30 PM – 4:30 PM
Venue	Foundation office and video call
Chaired by	Rekha Iyer, Programme Director
Minutes recorded by	Anil Patil, M&E Officer

Attendance

Name	Role	Status
Rekha Iyer	Programme Director	Present
Anil Patil	M&E Officer	Present
Field coordinators (2)	Coordination	Present
Community trainers (5)	Trainer representatives	Present
Donor representative	Partner	Video call

Agenda

1. Progress against plan
2. Learning outcomes
3. Trainer feedback
4. Budget utilisation

Discussion and Decisions

1. Progress against plan

Training batches are on schedule in 14 of 20 villages; six villages were delayed by the sowing season.

Decision: Shift sessions in delayed villages to evenings.

2. Learning outcomes

Post-training quizzes show good understanding of payments; online selling needs more practice.

Decision: Add two practice sessions on product listing.

3. Trainer feedback

Trainers requested printed practice cards in the local language.

Decision: Print practice cards this month.

4. Budget utilisation

Spending is in line with plan; device purchase was slightly under budget.

Decision: Reallocate savings to printing.

Action Items

#	Action	Owner	Due date	Status
1	Revise village schedules	Field coordinators	20 Jul 2026	Open
2	Design extra listing sessions	Rekha Iyer	25 Jul 2026	Open
3	Print practice cards	Anil Patil	31 Jul 2026	Open
4	Share quarterly report with donor	Rekha Iyer	15 Jul 2026	Open

Next Meeting

Next review: October 2026.

The meeting ended at 4:30 PM with a vote of thanks by the chair.

Rekha Iyer

Anil Patil

Chairperson

Recorded by

Minutes are a summary of the discussion and are confirmed at the next meeting. Circulate within three working days.