

Khulasande Waainek Programme Evaluation Meeting

Date: 27 February 2025

Time: 15:00

Location: 16 – 18 Jamela Street, Makhanda

1. Welcome and Introductions (5 mins)

- **Facilitator:** Mr Thobela Thoba-Mdyesha
 - Opening remarks
 - Introduction of attendees
 - Purpose and objectives of the meeting

2. Review of Meeting Agenda (5 mins)

- **Facilitator:** Mr T Thoba-Mdyesha
 - Quick overview of the agenda and key discussion points
 - Agreement on timing for each section

3. Overview of Programme Progress (10 mins)

- **Presenter:** [Ms A James]
 - Recap of programme goals and objectives
 - Key achievements and milestones reached since the last meeting
 - Challenges encountered and solutions implemented
 - Financial overview: Budget vs. actual spend

4. Evaluation of Athlete Development and Performance (10 mins)

- **Presenter:** [Mr E Botha]
 - Review of athlete progress (number of athletes, categories, performance levels)
 - Feedback from coaches on training effectiveness and areas for improvement
 - Success stories and standout athletes
 - Identification of gaps or needs for further development

7. Discussion on Programme Sustainability and Future Funding (20 mins)

- **Facilitator:** [Mr T Thoba-Mdyesha]
 - Exploration of new funding opportunities or grant applications
 - Proposed initiatives for increasing long-term sustainability (events, fundraising, partnerships)
 - Open discussion on potential challenges and opportunities for securing future funding

8. Planning for the Next Quarter (15 mins)

- **Facilitator:** [Mr T Thoba-Mdyesha]
 - Review of upcoming priorities and objectives for the next quarter

- Timeline for next steps and key activities (training schedules, competitions, outreach)
- Setting targets for the next evaluation meeting

9. Open Discussion and Feedback (10 mins)

- **Facilitator:** [Mr T Thoba-Mdyesha]
 - Open floor for feedback, suggestions, and concerns from attendees
 - Discuss any additional matters related to the programme's effectiveness and improvement

10. Conclusion and Action Items (10 mins)

- **Facilitator:** [Mr T Thoba-Mdyesha]
 - Summary of key takeaways and decisions made during the meeting
 - Assignment of action items and responsibilities
 - Next meeting date and expectations
 - Closing remarks and adjournment

Action Items (to be filled in during the meeting)

ACTION ITEM	ASSIGNED TO	DEADLINE