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Department Goals (This is from a Muhtamim's perspective)

1.	Hold monthly general and Amila meetings
2.	Submit monthly report on time

Local Implementation (Monthly Reporting Questions)

1.	General meeting held this month?
2.	Amila meeting held this month?

Key Dates

11/1/2015	Start of MKA Year
11/15/15	Fazl-e-Umer Qaideen Conference
2/20/2016	In-Person National Amila meeting
9/16/2016	Majlis Khuddamul Ahmadiyya Shura

Communication Plan

Muhtatmim to Local	One call per quarter; monthly feedback
Local to Muhtatmim	Expected to attend Monthly Call
Muhtatmim to RQ	Issues will be escalated when necessary

Success Factors

<ol style="list-style-type: none">1) Download Telegram and join proper group chats2) Submit 100% of reports3) Regional Qaideen are following up with their Qaideen4) Departments are sending content for meetings5) Qaideen are using their @mkausa.org accounts

Other References (websites, Quran, literature, etc.)
