



## Minutes of Meeting

**Code: CM6**

**Administered by Dr. Tarek Harmoush**

<b>Topic of meeting</b>	: Coordinators' Meeting
<b>Date of meeting</b>	: Friday February 07, 2025
<b>Attendees</b>	: Mrs. Abir Ghabris/ Mrs. Abir Salloum/ Mrs. Israa Al Okla/ Mrs. Manal Issa/ Mrs. Rayan Siklawi/ Ms. Seriya Joudi/ Mrs. Tala Nasser/ Mrs. Zahraa Bazzoun

**Began at 9:00 AM and adjourned at 9:40 AM**

No.	Topic	Decision	Responsible parties	Due date
1	<b>Yearly Plan modification</b>	Adjustments to the yearly plan may be passed to shorten or omit certain objectives, provided that the required objectives are effectively achieved.	Coordinators/teachers	Throughout the academic year
2	<b>Holidays</b>	Only the holidays shown in the recently shared academic calendar will be days off from school.	Whole school	Throughout the academic year
3	<b>Spring Break</b>	No tests or homework are assigned for Spring Break.	Teachers	Spring break
4	<b>Classroom environment</b>	Classroom sessions must be student-centered, fostering active engagement through hands-on work and participation in learning activities rather than passive reception of information from teachers (teachers must be facilitators not instructors).	Teachers	Throughout the academic year
5	<b>ChatGPT</b>	The usage of ChatGPT in classroom activities as a part of the learning plan is encouraged, provided that the teacher facilitates the prompts/instructions given to it and ensures that the activity promotes critical thinking.	Teachers	Throughout the academic year

