

	Minutes of Meeting number (3).	Code: CM 3
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Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' meeting
Date of meeting	:	06/10/2023
Attendees	:	Mr. Ghassan/ Mr. Bassam/ Mr. Jawad/ Mrs. Israa/ Mrs. Manal/ Mrs. Abir Ghabris/ Mrs. Farah/ Mrs. Ghina/ Mrs. Rayan/ Mrs. Abir Salloum
Absences	:	Mr. Mostafa Al Mostafa, Mr. Hassan Jaffal, Mr. Reda Tohme, Mr. Hassan Hakkani

Began at __9:00____ and adjourned at __10:00____

No.	Topic	Decision	Responsible parties	Due date
1	Mrs. Ghina Jaffal & Mr. Jawad presented a Demo session (DEDUCTIVE METHOD)	Follow the Grr methodology in the classrooms	Coordinator	During the school year
2	Lecturing is allowed only during the first 10 minutes of the period /interactives classrooms is mandatory	Follow Grr	Coordinators - Teachers	During the school year
3	It was suggested to use the timer/ spinner and magic AI	Use active panel tools	Teachers	During the school year
4	Math Activity was done by Dr. Tarek (simulation) by using the I-pads			

5	Phones are allowed to be used by the teachers for technical issues only	Teachers are able to use their phones	Coordinators – Teachers	During the school year
6	CWP will always be on the Outlook calendar / walk through will be filled on the power app	Fill up the CWP and the walk through on the power app	Coordinators	During the school year
7	Archive folders on Drive (for every teacher)	Create folders for teachers and archive the	Coordinators	
8	Quizzes: *Drop Quizzes will not be graded *Assign the Quiz/ Exam on the agenda at least 2 days ahead the due date * Follow the Exam description in the summative assessments		Coordinators – teachers	During the school year
9	Agenda: teachers have to post on e school agenda during the working hours only 8:00 – 2:00	Post on e-school agenda only at school	Coordinators – teachers	
10	Department meeting has to be held once/month at least	Assign department meeting	Coordinators	At least once/ month
11	Walk through (at least twice for every teacher)	Walk through	Coordinators	At least Twice / week