



## Minutes of Meeting

Code: CM - 2

Administered by Dr. Tarek Harmoush

<b>Topic of meeting</b>	:	Coordinators' Weekly Meeting
<b>Date of meeting</b>	:	<b>Friday, September 22, 2023</b>
<b>Attendees</b>	:	<b>Mr. Bassam Ismail, Mr. Ghassan Salameh Mrs. Ghina Jaffal, Mrs. Abir Ghabris, Mrs. Manal Issa, Mrs. Hawraa Kazan, Mrs. Farah Abboud, Mrs. Abir Salloum, Mr. Jawad Awada, Ms. Zeinab Al Haraki, Mrs. Israa Alokla.</b>
<b>Absences</b>	:	<b>Mr. Mustafa, Mr. Iyad, Mr. Reda, Mr. Hasan H., Mr. Hasan J.</b>

Began at 8:55 am and adjourned at 9:35 am

No.	Topic	Decision	Responsible parties	Due date
1	Plans	<ul style="list-style-type: none"><li>- 4 types of preparation are adopted in Smart College, annual plan, UBD, weekly plan and GRR.</li><li>- All plans must be revised and edited with teachers during meetings and then archived on Onedrive.</li></ul>	Teachers and Coordinators	All year long
2	Weekly plan	<ul style="list-style-type: none"><li>- Weekly plans should be divided into 4 parts:<ul style="list-style-type: none"><li>• Component/Lesson title</li><li>• Activity/Application</li><li>• Homework</li></ul></li></ul>	Teachers and Coordinators	Every week

		<ul style="list-style-type: none"> <li>• Extracurricular activity/quiz or exam</li> </ul>		
3	Walkthrough	<ul style="list-style-type: none"> <li>- Walkthrough should be activated to make sure student centered activities are adopted at our school</li> <li>- For a coordinator to decide whether a class is teacher centered or student centered he/she must imagine the teacher is not there for a while; if the students continue working then its student centered and if not then its teacher centered.</li> <li>- Coordinators must ask three students the "what and why" questions while doing their walkthrough and then leave the note on the teacher's desk without any interference.</li> </ul>	Coordinators	During walkthrough