

	Minutes of Meeting number (6).	Code: CM6
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Administered by: Dr. Tarek Harmoush

Topic of meeting	:	Online Sessions
Date of meeting	:	Friday Nov.3,2023
Attendees	:	Mr. Bassam/ Mrs. Israa/ Mrs. Manal/ Mrs. Abir Ghabris/ Mrs. Farah/ Mrs. Ghina/ Mrs.
Absences	:	Rayan/ Mrs. Abir Salloum / Mr. Reda Tohme / Mrs. Hawraa Kazan/ Mr. Ghassan Salame Mr. Jawad, Mr. Mostafa Al Mostafa, Mr. Hassan Jaffal, , Mr. Hassan Hakkani

Began at 9.00 and adjourned at 9.30

No.	Topic	Decision	Responsible parties	Due date
1	One Drive	Archive folders on One Drive	Coordinators	During the school year
2	Grades	Submitting the grades for the first trial is postponed till Nov 30,2023.	Coordinators	Nov.30,2023
3	Online	<ul style="list-style-type: none"> All classes from grade 1 to grade 9 will have recorded sessions. Sessions can be recorded live from inside the classroom without students, during the teacher's break, or during the afternoon (maximum till 6.00). 	Coordinators -Teachers	During the school year

		<ul style="list-style-type: none"> • Parents will receive a recorded session for each subject on a daily basis (max at 6.00). • Each subject teacher will stay once per week from 1:30 to 2:30 according to a specific schedule for a wrap-up session or assessment (Quiz or any exam). • Tuesday: (Science) / Wednesday (Math). Thursday (Arabic), Friday (English) • Classes for grades 10 to 12 will have a specific plan agreed upon with Miss Israa. • Teachers have to follow up with absent students. 		
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