



Minutes of Meeting

Code: CM - 10

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' Weekly Meeting
Date of meeting	:	Friday, December 1, 2023
Attendees	:	Mr. Bassam Ismail, Mr. Ghassan Salameh Mrs. Ghina Jaffal, Mrs. Abir Ghabris, Mrs. Manal Issa, Mrs. Hawraa Kazan, Mrs. Rayan Siklawi, Mrs. Farah Abboud, Mrs. Abir Salloum, Mr. Jawad Awada, Mrs. Israa Olkola, Mr. Reda Tohme
Absences	:	Mr. Mustafa, Mr. Iyad, Mr. Hasan H., Mr. Hasan J.

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

No.	Topic	Decision	Responsible parties	Due date
1	Students	<ul style="list-style-type: none"> - Memorize the name of the students and make sure that their grades are fair enough. - Be strict with students - Don't write something on class book to scare students (put it if its authentic). - Eleot is going to be done twice/year (evaluate classroom and students only). 	Coordinators and teachers	During the school year

2	Submitting the grades	<ul style="list-style-type: none"> • December 4 is the last day to submit the grades • Don't put the grades of online students now. (decision is taken after the midyear). 	Coordinators	During the school year
3	Online meeting	<ul style="list-style-type: none"> - Online meeting will be held for lab (all scientific sections) 	Coordinators	