



Minutes of Meeting

Code: CM - 14

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinator's & HODs Meeting
Date of meeting	:	March 2, 2023
Attendees	:	Mrs. Israa, Mrs. Ghina, Mrs. Rayan, Mrs. Amira, Mr. Abbass, Mrs. Rola, Mrs. Zahraa, Ms. Ola, Mrs. Ghenwa
Absences	:	

Began at 9:00 am and adjourned at 9:42 am

No.	Topic	Decision	Responsible parties	Due date
1	Survey results and comments	<ul style="list-style-type: none">Survey results and comments were discussed and every coordinator should go to Mrs. Abir Salloum and check the results.All comments will be revised and taken into consideration with the best solution	Coordinators and HODs	This week
2	Parents meeting	<ul style="list-style-type: none">HODs will be in charge of organizing the meeting (parents coming and leaving, monitor every teacher in her room...).Teachers should stay in the room from 8:00 am till 1:30 pm	Coordinators, HODs and Teachers	March 3, 2023

		<ul style="list-style-type: none">• Teachers should discuss student's situation (behavior, academic, analysis, attitude...) with the parents (not more than 3 minutes in a polite way). In case the parent took more time, the teacher should inform the coordinator and Mrs. Amira.		
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--