

 <b>Smart College</b>	<b>Minutes of Meeting</b>	<b>Code: CM - 8</b>
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**Administered by Dr. Tarek Harmoush**

<b>Topic of meeting</b>	<b>:</b>	<b>Coordinators' Weekly Meeting</b>
<b>Date of meeting</b>	<b>:</b>	<b>Friday, November 17, 2023</b>
<b>Attendees</b>	<b>:</b>	<b>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 Alokla, Mr. Reda Tohme</b>
<b>Absences</b>	<b>:</b>	<b>Mr. Mustafa, Mr. Iyad, Mr. Hasan H., Mr. Hasan J.</b>

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

<b>No.</b>	<b>Topic</b>	<b>Decision</b>	<b>Responsible parties</b>	<b>Due date</b>
<b>1</b>	<b>Trials</b>	- Trials will be held for grades 9 and 12 only from December 11 till December 15.	<b>Coordinators</b>	<b>Dec 11 → Dec 15</b>
<b>2</b>	<b>Parents Meeting</b>	• Parents meeting must be on a day off.	<b>Teachers and Coordinators</b>	
<b>3</b>	<b>Grading Percentage</b>	- Term: 70% - Partial 30%	<b>Coordinators</b>	
<b>4</b>	<b>Documents sent to copy center</b>	- Documents must be sent to the copy center 48 hours ahead of time.	<b>Coordinators</b>	<b>48 hours ahead of time</b>