

	<b>Minutes of Meeting _____</b>	<b>Code: CM</b>
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**Administered by \_Dr. Tarek Harmouch\_\_\_\_\_**

<b>Topic of meeting</b>	<b>:</b>	<b>Coordinator's Meeting</b>
<b>Date of meeting</b>	<b>:</b>	<b>03/01/2025</b>
<b>Attendees</b>	<b>:</b>	<b>Mrs. Israa Okla, Mrs. Ghina Jaffal, Mrs. Tala, Mrs. Rayan Seklawi, Mrs. Abir Ghabris, Mrs. Hawraa Kazan, Mrs. Farah Aboud, Ms. Seriya Joudi, Mrs. Zahraa Bazzoun, Mrs. Abir</b>
<b>Absences</b>	<b>:</b>	<b>Salloum, Mr. Bassam Ismail</b>

**Began at \_\_\_\_9\_\_\_\_ and adjourned at \_\_\_\_10:15\_\_\_\_**

<b>No.</b>	<b>Topic</b>	<b>Decision</b>	<b>Responsible parties</b>	<b>Due date</b>
<b>1</b>	<b>Daily Formative Assessments</b>	Emphasize the importance of conducting daily formative assessments and evaluations, particularly in subjects such as Geography and History. Ensure that assessments are documented consistently.	<b>Teachers</b>	<b>Throughout the academic year</b>
<b>2</b>	<b>HOD Monitoring of Classroom Notebooks</b>	Heads of Departments (HODs) are required to review classroom notebooks daily.  They must track and identify students who have not completed their homework or studied adequately.	<b>HODs</b>	<b>Throughout the academic year</b>
<b>3</b>	<b>Enhancing Classroom Environment</b>	Promote a collaborative and student-centered learning environment.	<b>All members</b>	<b>Throughout the academic year</b>

		<p>Indicators of success include the implementation of the GRR (Gradual Release of Responsibility) model and ensuring no passive students.</p> <p>Students should remain engaged and active throughout the class</p>		
4	<b>Window Walkthroughs</b>	<p>Conduct "window walkthroughs," observing classroom activities from outside without entering.</p> <p>These observations can occur up to three times a day.</p> <p>This practice is not an evaluation of the teacher but a reflection of the school's approach and system.</p> <p>Coordinators must document observations and collect data for each teacher.</p>	<b>Coordinators and teachers</b>	<b>Throughout the academic year</b>
5	<b>Field Trips and Outdoor Activities</b>	<p>Encourage field trips and outdoor activities as studies showed they enhance the teaching and learning process.</p> <p>Teachers may consider incorporating these activities where feasible.</p>	<b>Teachers</b>	<b>Throughout the academic year</b>
6	<b>Peer Observations</b>	<p>Introduce peer observation practices within the school to foster mutual learning among teachers.</p> <p>Participation must be agreed upon by the involved teachers.</p>	<b>Teachers</b>	<b>Throughout the academic year</b>
7	<b>Weekly Planning</b>	<p>Highlight the importance of weekly planning to enhance teaching progress and quality.</p>	<b>Coordinators and teachers</b>	<b>Next week</b>

		Weekly plans support the organization of assessments and homework and ensure that all learning objectives are covered effectively.		
<b>8</b>	<b>Smart Got Talent Initiative</b>	<p>Discuss the proposal for the "Smart Got Talent" initiative.</p> <p>Final decisions regarding its implementation will be made at a later stage.</p>	<b>Coordinators</b>	