

 Smart College	Minutes of Meeting	Code: CM - 13
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Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinator's Weekly Meeting
Date of meeting	:	February 24, 2023
Attendees	:	Mrs. Israa, Mrs Abir Ghabris, Mrs. Ghina, Mrs. Hawraa, Mrs. Rayan, Mrs. Amira, Mrs. Layla, Mr. Abbass, Mr. Bassam, Mr. Mostafa, Mr. Reda, Mr. Ghassan
Absences	:	Mrs. Abir Salloum, Mr. Hassan Hakkani, Mr. Hassan Jaffal.

Began at 10:00 am and adjourned at 10:45 am

No.	Topic	Decision	Responsible parties	Due date
1	Ramadan Schedule	<ul style="list-style-type: none"> • 40 minutes / each session • 30 minutes break. • Dismissal will be at 1:10 pm and Wednesday at 12:30 pm 	Coordinators and HODs	During Ramadan
2	Analysis report	<ul style="list-style-type: none"> • The analysis report offers an insight on how the students performed and what were the common mistakes and what procedures must be taken later on to fill the gap. 	Coordinators	During the year

3	Counselor	<ul style="list-style-type: none"> A new counselor Ms. Zahra Saheb will join school. Her job will be to diagnose students with learning difficulties or special cases. 	Coordinators and HODs	<ul style="list-style-type: none"> During the year
4	Recommendations	<ul style="list-style-type: none"> Offer recommendations and a list of names of students who need special treatment in class or during the exams (easier version – extra time ...). 	Coordinators & Teachers	During the year
5	Uploading	<ul style="list-style-type: none"> Last chance to upload grades is on Sunday 	Coordinators	Before Sunday 5/3/2023
6	Hiking trip	<ul style="list-style-type: none"> Mr. Hassan Hakkani is planning a hiking trip with cycle 4 students along with competitions, researching, hunting and barbecue lunch. 	Administration	During the year
7	End of partial 2	<ul style="list-style-type: none"> End of partial 2 is on April 28, 2023. 	Coordinators and HODs	April 28, 2023