		Minutes of Meeting	Code: CM 4

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' meeting
Date of meeting	:	24/01/2025
Attendees	:	Mr. Bassam Ismail/ Mrs. Israa Al-Okla / Mrs. Farah Abboud / Mrs. Abir Ghabris/ Mrs.
	:	Manal Issa/ Mrs. Rayan Seklawi / Mrs. Ghina Jafal/Mrs. Tala Naser/Mrs. Seriya Joudi/Mrs. Zahraa Bazoun.

Began at 9:00 am and adjourned at 10:15 am

No.	Topic	Decision	Responsible parties	Due date
1	Window Walkthrough	- Discuss the results of the window walk through with the teachers. - Do the observations after 20 minutes of each session	Coordinators and Teachers Coordinators	During the coordination meeting. Throughout the year
2	Chat GPT	- It is allowed to use Chat GPT in class or at home. - Chat GPT can be used in:	Coordinators and Teachers	Starting from Monday 27/1/2025

		- **Frayer Model.**
		- **Performance task presentation.**
		- **Writing a text and asking ChatGPT to correct the Language, the grammar, and the spelling.**
		  Then asking it to give advice based on our writing.
		  (Note: Ask ChatGPT to put the changes in bold)
		- **Asking for similar Problems for more practice.**
		- **Putting the question and its answer from ChatGPT on the board and asking students about their opinion. This will help students to have critical thinking.**
		- **Giving a rubric for the ChatGPT and asking it to correct according to this rubric.**
		- **As a Facilitator in class.**
		- **As a role playing: Set up a conversation with ChatGPT about any topic and setting.**
		
		  <u>**Note:**</u>
		- **Each student should have his own account.**
		- **Teachers should help students in specifying the prompt that should be used or written by students.**		