

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

Topic of meeting	:	Online Learning
Date of meeting	:	
Attendees	:	Ghina Jaffal, Tala, Seriya Joudi, Bassam Ismail, Israa AlOkla, Hawraa Kazan, Abir Ghabris, Zahraa Bazzoun, Rayan Seklawi, Farah Abboud, Manal Issa
Absences	:	Hassan Hakani, Rida Tohme, Moustapha AlMoustapha, Ghassan Salameh

Began at am and adjourned at 9:00 am

No.	Topic	Decision	Responsible parties	Due date
1	Online Learning	There are two options for the online learning: Option A: Record all sessions in classrooms via eschool. Option B: Share recorded videos that have been previously recorded at home or YouTube videos that meet the school standards of quality learning. <ul style="list-style-type: none"> Assign homework to check students' understanding. Conduct a synchronized virtual session once per week according to a schedule that will be shared by the administration. The videos and assignments must be given to online students in parallel with their fellow onsite students according to the class schedule. 	Assistant principal, coordinators and teachers	Monday, Dec 23

2	Weekly plan and GRR	Task for next week's meeting: Revisit the Weekly plan and the GRR lesson plan. What is the relationship between the weekly plan and the GRR lesson plan?	Coordinators	Friday, Dec. 27
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