



## Minutes of Meeting

Code: CM - 13

Administered by Dr. Tarek Harmoush

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

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

No.	Topic	Decision	Responsible parties	Due date
1	<b>Ramadan Schedule</b>	<ul style="list-style-type: none"><li>• 40 minutes / each session</li><li>• 30 minutes break.</li><li>• Dismissal will be at 1:10 pm and Wednesday at 12:30 pm</li></ul>	<b>Coordinators and HODs</b>	<b>During Ramadan</b>
2	<b>Analysis report</b>	<ul style="list-style-type: none"><li>• 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.</li></ul>	<b>Coordinators</b>	<b>During the year</b>

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