

	Minutes of Meeting	Code: CM - 17
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Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinator's Weekly Meeting
Date of meeting	:	March 31, 2023
Attendees	:	Mrs. Israa, Mr. Abbass, Mrs. Abir Ghabris, Mrs, Ghina, Mrs, Amira, Mr. Bassam, Mrs. Laila, Mrs. Rayan, Mrs. Hawraa, Mr. Hassan Jaffal,
Absences	:	Mr. Abir Salloum, Mr. Hassan Hakkani, Mr. Mustafa, Mr. Ghassan

Began at 12:00 pm and adjourned at 12:45 pm

No.	Topic	Decision	Responsible parties	Due date
1	Easter holiday	<ul style="list-style-type: none"> Easter holiday starts Friday April 7 till April 23. 	Employees	April 23
2	Partial Average	<ul style="list-style-type: none"> May 5 is the new deadline to submit partial averages. 	Coordinators	May 5
3	Smart College Medyar	<ul style="list-style-type: none"> In order for Smart College Sour to supervise Smart College Medyar, there must be clear archived procedures that are applies at Smart College that help maintain a smooth and successful academic year 	Coordinators	During the year

4	Duties	<ul style="list-style-type: none"> • Coordinators' duties (briefing); walk thru and observations • Revising and reviewing exams and sheets – (teachers must correct the mistakes in the exam after the coordinator provides his/her feedback) • Individual meetings • Department meeting • Contacting and communicating with parents • Checking preparations (from annual till detailed plan) 	Coordinators	During the year
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