



## Minutes of Meeting

Code: CM - 1

Administered by Dr. Tarek Harmoush

<b>Topic of meeting</b>	:	Coordinators' Weekly Meeting
<b>Date of meeting</b>	:	<b>Friday, September 22, 2023</b>
<b>Attendees</b>	:	<b>Mr. Bassam Ismail, Mrs. Ghina Jaffal, Mrs. Abir Ghabris, Mrs. Manal Issa, Mrs. Farah Abboud, Mrs. Abir Salloum, Mr. Jawad Awada, Ms. Zeinab Al Haraki, Mrs. Israa Alokla.</b>
<b>Absences</b>	:	<b>Mr. Ghassan, Mr. Iyad, Mr. Mustafa, Mr. Reda, Mr. Hasan J. , Mr. Hasan H.</b>

Began at 8:55 am and adjourned at 9:45 am

No.	Topic	Decision	Responsible parties	Due date
1	CWP	<ul style="list-style-type: none"><li>- CWP must be completed per week on the online calendar</li><li>- Tasks to be mentioned will be decided upon</li></ul>	Coordinators	<b>Every Monday</b>
2	Eschool Journal	<ul style="list-style-type: none"><li>- Teachers must start uploading the given lessons on eschool journal digitally starting 10/10/2023 until then they will be typing down what has been given in their class.</li></ul>	Teachers	<b>Every day</b>
3	Agenda	<ul style="list-style-type: none"><li>- A paper agenda will be placed on the teacher's desk in every classroom.</li></ul>	Teachers	<b>All year long</b>

		<ul style="list-style-type: none"> <li>- In cycles 1 and 2, teachers will abide by the following program assigning homework:  <b>Monday: Arabic- Math</b>  <b>Tuesday: English- Science</b>  <b>Wednesday: Arabic- Math</b>  <b>Thursday: English- Math</b>  <b>Friday: English- Arabic</b> </li> <li>- In cycles 3 and 4, teachers need to assess the number of assignments, quizzes... given before adding a new one.</li> <li>- Each homeroom teacher will choose a student volunteer to keep the class agenda.</li> </ul>		
4	Students' Names	<ul style="list-style-type: none"> <li>- Teachers <b>MUST</b> take time to memorize their students' names for its importance in developing a sense of community in the classroom.</li> </ul>	Teachers	<b>Every day</b>