



Minutes of Meeting

Code: CM -

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinator's Meeting
Date of meeting	:	Friday 10 Jan 2025
Attendees	:	Mrs. Israa Okla, Mrs. Ghina Jaffal, Mrs. Rayan Seklawi, Mrs. Abir Ghabris, Mrs. Hawraa Kazan, Mrs. Farah Aboud, Ms. Seriya Joudi, Mrs. Abir Salloum, Mr. Bassam Ismail.
Absences	:	Mr. Mostafa Al Mostafa, Mr. Reda Tohme, Mrs. Tala, Mrs. Zahraa Bazzoun, Mr. Iyad Srou

Began at 9 am and adjourned at 10:30 am

Written by: Abir Salloum

No.	Topic	Decision	Responsible parties	Due date
1	Trial of EyeSchool Application	Use the EyeSchool system as a trial in parallel with eSchool, involving teachers and teacher-parents for evaluation.	Management and all teachers	Starting Next week
2	Journals for Non-Core Subjects	Teachers must add a daily journal for non-core subjects, including objectives and a copy of solved classwork pages.	Non-Core subject teachers	Ongoing (Daily)
3	Sharing Classwork	Teachers must share all classwork done on the Active Panel with students.	Ms. Abir Salloum, all teachers.	

	from Active Panel	Ms. Abir Salloum will provide a video tutorial on how to share classwork.		
3	Student Notes from Active Panel	<ul style="list-style-type: none"> - Cycle 1: Students must write everything from the board. - Cycle 2: Teachers decide what students should write. - Cycle 3+: Students write only necessary exercises; others will be sent via eSchool Agenda. <p>Objective of this: Maximize in-class practice and feedback.</p>	All teachers	Immediate
4	Posting Assignments on eSchool Agenda	<ul style="list-style-type: none"> - Exams/quizzes (e.g., Geographia, Civics, History) must be posted at least one week in advance. - Homework can be posted a day before and must mention on Eschool Agenda the duration of the HW (Minimum duration of 15 minutes). 	All teachers	Immediate
5	Use of Technology in Class	<ul style="list-style-type: none"> - Teachers must use iPads in class in their activities. - Teachers are not allowed to use their phones in class. - HOD must not interrupt teachers during their class but can interact with students during non-core subjects like sports. 	All teachers and assistants	Immediate