

 Smart College	Minutes of Meeting	Code: CM - 12
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Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinator's Weekly Meeting
Date of meeting	:	February 17, 2023
Attendees	:	Mrs. Israa, Mrs Abir Ghabris, Mrs. Ghina, Mrs. Hawraa, Mrs. Rayan, Mrs. Amira, Mrs. Layla, Mr. Abbass, Mr. Bassam, Mr. Ghassan, Mr. Hassan Hakkani, Mr. Mostafa, Mr. Reda,
Absences	:	Mrs. Abir Salloum, Mr. Hassan Jaffal,

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

No.	Topic	Decision	Responsible parties	Due date
1	Parents Meeting	<ul style="list-style-type: none"> Friday, March 3, 2023 (teachers – parents meeting) Cycles 1 & 2: 8:00 am → 10:30 am Break 10:30 am → 11:00 am Cycles 3 & 4: 11:00 am → 1:30 pm. KGs Department: 10:00 am → 1:30 pm 	Coordinators and HODs	March 3, 2023
2	Submitting grades	<ul style="list-style-type: none"> Deadline to submit grades on eSchool is: Friday, February 24, 2023. On Monday, February 27, 2023 grades will be available for parents on eSchool. Ask Mr. Ahmad for a document that includes the class average of all subjects 	Coordinators	February 24, 2023

		and all students. (Excel sheet – soft copy) by email.		
3	Exam analysis report	<ul style="list-style-type: none"> • The exam analysis report must be attached with the corrected test papers and read thoroughly. 	Coordinators	After exams
4	Tests	<ul style="list-style-type: none"> • Tests must be corrected and discussed with students in class. 	Coordinators & Teachers	After exams
5	Final exams	<ul style="list-style-type: none"> • For final exams: • Cycle 1 will have their test in regular classes • Cycle 2 will follow the same schedule as midterms. (Below Level student have extended time and help from their teachers). 	Coordinators + HOD	During the year