

 <b>Smart College</b>	<b>Minutes of Meeting</b>	<b>Code: CM - 14</b>
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**Administered by Dr. Tarek Harmoush**

<b>Topic of meeting</b>	:	<b>Coordinator's &amp; HODs Meeting</b>
<b>Date of meeting</b>	:	<b>March 2, 2023</b>
<b>Attendees</b>	:	<b>Mrs. Israa, Mrs. Ghina, Mrs. Rayan, Mrs. Amira, Mr. Abbass, Mrs. Rola, Mrs. Zahraa, Ms. Ola, Mrs. Ghenwa</b>
<b>Absences</b>	:	

**Began at 9:00 am and adjourned at 9:42 am**

<b>No.</b>	<b>Topic</b>	<b>Decision</b>	<b>Responsible parties</b>	<b>Due date</b>
<b>1</b>	<b>Survey results and comments</b>	<ul style="list-style-type: none"> <li>Survey results and comments were discussed and every coordinator should go to Mrs. Abir Salloum and check the results.</li> <li>All comments will be revised and taken into consideration with the best solution</li> </ul>	<b>Coordinators and HODs</b>	<b>This week</b>
<b>2</b>	<b>Parents meeting</b>	<ul style="list-style-type: none"> <li>HODs will be in charge of organizing the meeting (parents coming and leaving, monitor every teacher in her room...).</li> <li>Teachers should stay in the room from 8:00 am till 1:30 pm</li> </ul>	<b>Coordinators, HODs and Teachers</b>	<b>March 3, 2023</b>

		<ul style="list-style-type: none"><li>• <b>Teachers should discuss student's situation (behavior, academic, analysis, attitude...) with the parents (not more than 3 minutes in a polite way). In case the parent took more time, the teacher should inform the coordinator and Mrs. Amira.</b></li></ul>		
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