



## Minutes of Meeting

Code: CM - 17

Administered by Dr. Tarek Harmoush

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

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"><li>Easter holiday starts Friday April 7 till April 23.</li></ul>	Employees	April 23
2	Partial Average	<ul style="list-style-type: none"><li>May 5 is the new deadline to submit partial averages.</li></ul>	Coordinators	May 5
3	Smart College Medyar	<ul style="list-style-type: none"><li>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</li></ul>	Coordinators	During the year

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