

 <b>Smart College</b>	<b>Minutes of Meeting</b>	<b>Code: CM - 1</b>
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**Administered by Dr. Tarek Harmoush**

<b>Topic of meeting</b>	<b>:</b>	<b>Coordinators' Weekly Meeting</b>
<b>Date of meeting</b>	<b>:</b>	<b>Friday, September 22, 2023</b>
<b>Attendees</b>	<b>:</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>:</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**

<b>No.</b>	<b>Topic</b>	<b>Decision</b>	<b>Responsible parties</b>	<b>Due date</b>
<b>1</b>	<b>CWP</b>	<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>	<b>Coordinators</b>	<b>Every Monday</b>
<b>2</b>	<b>Eschool Journal</b>	<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>	<b>Teachers</b>	<b>Every day</b>
<b>3</b>	<b>Agenda</b>	<ul style="list-style-type: none"> <li>- A paper agenda will be placed on the teacher's desk in every classroom.</li> </ul>	<b>Teachers</b>	<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:  Monday: Arabic- Math  Tuesday: English- Science  Wednesday: Arabic- Math  Thursday: English- Math  Friday: English- Arabic</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 MUST take time to memorize their students' names for its importance in developing a sense of community in the classroom.</li> </ul>	Teachers	Every day