

General Meeting (ENG101-ENG102) 2		Date	16.02.2024	
Venue	https://us04web.zoom.us/j/76696475085?pwd=QZ0bH4eYy4Ql4d6wGyyUz9FGYm0Jbl.1	Time	10.00 a.m	
Attendees	Dr. A. N.... Ö.... Dr. A.... S.... Dr. G.... P.... D.... A.... Z.... Y.... F.... C.... C.... Y.... N.... K.... K.... R.... K.... A..... K..... S..... S..... S..... C..... H..... H..... D..... U.... T.....	Missing Attendees	İ..... M..... (Submitted an excuse) M..... A..... (Submitted an excuse) R.... E..... Ö..... (Submitted an excuse) O.... Ç..... (Submitted an excuse)	
Moderator	Dr. A. N... Ö..... Vice Director	Next Meeting	Will be announced later.	
Agenda	1. Evaluation of the previous semester 2. Spring term syllabus 3. Assignments 4. Wishes and suggestions 5. AOB			
Decisions/ action steps	Meeting Minutes was held with wishes and requests. The decisions taken at the meeting are as follows: Meeting Minutes was held with wishes and requests. The decisions taken at the meeting are as follows: 1. The previous semester has been evaluated and it has been decided to keep online assignment procedure as it was in the fall semester. The students will get 10 points extra when they are covered online assignments of the 7 th , 8 th and 9 th units of WEXT. 2. The syllabus will be shared with the instructors and until the midterm which is going to be held on 22-28 April, 2024 all the instructors are expected to cover Unit 9. 3. Until the midterm exams, Unit 9, and for the final exams Unit 12 will be covered. If something extraordinary happens the syllabus can be revised and modified. 4. Instructor D.... A..... will prepare 2 sets of questions (25 questions each) for the midterm and make-up, and 2 sets of questions (25 questions each) for the final and make-up exams. Instructor H..... H..... D..... will check the exam questions. The instructors will keep in touch with Instructor Dr. G..... P..... for the details related to the writing rules.			
Questions				

AOB (Any other business)	The meeting ended with the best wishes of instructors for the next academic year.
Minute Taker	Vice Director Dr. A. N..... Ö.....

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