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| **Meeting Type** | **General Meeting** | **Date** | OCTOBER 22, 2024 |
| **Venue** | Süleyman Demirel University School of Foreign Languages Room A202 | **Time** | 13:30 p.m. |
| **Attendees** | R……. A…..  A…… A……… D……….  B…… E……….. | **Missing Attendees** | None |
| **Moderator** | Director R….. A……. | **Next Meeting** |  |
| **Agenda** | * Task sharing on Grammar quiz | | |
| **Decisions/ action**  **steps** | Meeting Minutes was held with wishes and requests. The decisions taken at the meeting are as follows:   1. After deciding on subjects to be covered in the quiz, B….. E….. is to prepare questions for the 1st quiz. 2. R….. A……….. is responsible for B level quiz and midterm exam.; A……… A…….. D……. is responsible for A level midterm exam. | | |
| **Questions** |  | | |
| **AOB (Any other business)** |  | | |
| **Minute Taker** | Instructor R……….. A…… | | |