



Meeting Type	General Meeting	Date	September 8, 2023
Venue	SDU School of Foreign Languages Room A202	Time	10:00 a.m.
Attendees	R..... A... A... A... D... H..... U..... R..... K.....	Missing Attendees	None
Moderator	R..... A.....	Next Meeting	
Agenda	<ul style="list-style-type: none"> The preparations for the upcoming semester. 		
Decisions/ action steps	<p>Meeting Minutes was held with wishes and requests. The decisions taken at the meeting are as follows:</p> <ol style="list-style-type: none"> The subject to be taught in the following semester were discussed and reordered with all the instructors. The layout and context of the booklet was reordered for the last time to be given to the students at the beginning of the semester. The work load for the instructor was shared within the group. In this term A..... A..... D..... is to prepare mid-term exam questions R..... A..... is to prepare quiz exam questions All the details and unexpected situations or emergencies will be shared on Whatsapp group with the other instructors. 		
Questions	None		
AOB (Any other business)	-		
Minute Taker	Instructor R..... A.....		