



Meeting Type	General Meeting	Date	February 16 , 2024
Venue	Süleyman Demirel University School of Foreign Languages Room B202	Time	10:00 a.m.
Attendees	R..... A... A.... A.... D..... E.... B.....	Missing Attendees	None
Moderator	R..... A.....	Next Meeting	
Agenda	<ul style="list-style-type: none">• Participation in the meetings regularly• Deciding on the syllabus• Overviewing the grammar booklet		
Decisions/ action steps	Meeting Minutes was held with wishes and requests. The decisions taken at the meeting are as follows: <ol style="list-style-type: none">1. Participation in the meetings regularly is highly required except for the valid excuses.2. The subject to be taught in the following semester were discussed and reordered with all the instructors.3. 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.		
Questions	When will the Level Head Meeting be held?		
AOB (Any other business)	-		
Minute Taker	Instructor R..... A.....		