



Meeting Type	General Meeting	Date	April 1,2024
Venue	SDU School of Foreign Languages Room A202	Time	10:00 a.m.
Attendees	R..... A... A... A... D..... E.....B.....	Missing Attendees	None
Moderator	R..... A.....	Next Meeting	
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"> 1. the instructors shared their problems and experiences during the semester and precautions and solutions were discussed. 2. 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 3. 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.....		