



<b>Meeting Type:</b> C Level Grammar Meeting	<b>Date:</b> December 13, 2023	<b>Venue:</b> A 202
<b>Attendees:</b> E.... B..... S..... C....	<b>Missing Attendees:</b> None	<b>Moderator:</b> E.... B.....
<b>Agenda</b>	<ul style="list-style-type: none"><li>• Preparations for the 2<sup>nd</sup> midterm exam</li></ul>	
<b>Decisions/ action steps</b>	<p>Meeting was started with wishes and requests. The decisions taken at the meeting are as follows:</p> <ul style="list-style-type: none"><li>• E.... B.....is to prepare the grammar questions of the 2<sup>nd</sup> midterm exam for C Level students based on the following specifications;<ul style="list-style-type: none"><li>✓ The grammar part of the exam will consist of 20 questions (two modified cloze tests and sentence-completion questions).</li><li>✓ All questions must be multiple-choice.</li></ul></li><li>• Before being sent to the testing coordinator, questions will be proofread by S..... C.....</li><li>• The units covered after the first midterm exam will be included in the second midterm exam.</li><li>• The content of midterm exam will be announced to the students.</li></ul>	
<b>Minute Taker</b>	E.... B.....	