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| **Meeting Type** | **Level Head Meeting** | **Date** | February 28, 2025 |
| **Venue** | Süleyman Demirel University School of Foreign Languages Vice Director’s Office | **Time** | 13:30 p.m. |
| **Attendees** | Prep School Level Head Instructors & Curriculum Office Coordinators& Minute Taker Instructor | **Missing Attendees** | None |
| **Moderator** | Vice Director K…….. K………. | **Next Meeting** |  |
| **Agenda** | * Quiz and Midterm Exam Schedule for the Spring Term in Prep School * Curriculum Office (Material Development Office) | | |
| **Decisions/ action**  **steps** | Meeting Minutes was held with wishes and requests for the Spring Term. The decisions taken at the meeting are as follows:   1. The schedule for the Midterm Exams and Quizzes for Prep A, B and C Classes is obtained. 2. The instructors for the preparation of the Midterm Exams for B Classes and for the preparation of the Midterm Reading&Writing Exam for B Classes are obtained. 3. The deadline for the submission of Homework Assignment Grades and Opinion Grades is obtained. 4. Each level head will make a written request from the Curriculum Office for extra materials needed in two weeks.   Meeting Minutes was held with wishes and requests for the Spring Term | | |
| **Questions** |  | | |
| **AOB (Any other business)** |  | | |
| **Minute Taker** | Instructor E……. A……. K…….. | | |