



Meeting Type	Supervisory Meeting (C1)	Date	October 6, 2022
Venue	Süleyman Demirel University School of Foreign Languages Room A209	Time	15:35 p.m.
Attendees	18 students from C1	Missing Attendees	
Moderator	Instructor Betül Dursun	Next Meeting	
Agenda	<ul style="list-style-type: none">• Introduction• Attendance• Assessment• Course materials• English Club		
Decisions/ action steps	<ol style="list-style-type: none">1. The meeting started with a brief introduction session.2. The students were informed about the importance of attendance and asked to attend classes regularly.3. The students were also informed about the assessment process during the academic year. They were told that all the midterm exams will be conducted face-to-face and paper-based. They were also given information about the quizzes, assignments etc. They were told to follow the Exam Schedule on the website and in case of a serious disease, to present an official document to take the Midterm Makeup Exam. (They are supposed to have a valid excuse.)4. The students were informed about the course materials and how to access and use those materials.5. The students were informed about time, venue and aim of the English Club, an extra-curricular activity carried out every week by a native speaker instructor.		
Questions	-		
AOB (Any other business)	-		
Minute Taker	Instructor Betül Dursun		

10.10.2022

Inst. Betül Dursun