



<b>Meeting Type</b>	<b>Main Course</b>	<b>Date</b>	October 6, 2023
<b>Venue</b>	A202	<b>Time</b>	12:00
<b>Attendees</b>	H..... U..... B..... E..... E..... B..... M..... K..... Ü... D... K..... K..... Y..... K..... C... G.... D..... R... A... R.... K..... A..... E.....	<b>Missing Attendees</b>	U..... A.....
<b>Moderator</b>	O.... K.....	<b>Next Meeting</b>	will be announced later
<b>Agenda</b>	New term and syllabus		
<b>Decisions/ action steps</b>	<p>The instructors were informed about the course books and extra materials. The decisions made are as follows;</p> <ul style="list-style-type: none"> <li>• <b>By the end of Week 1,</b> All instructors will have covered the grammar and main course introduction packs. Packs and audio content will be sent to instructors' e-mails.</li> <li>• <b>In the following week,</b> we will start the book. We need to introduce the book and its content to the students to make them familiar with the process.</li> <li>• Progress tests will be uploaded on sdunet platform. These test results will be evaluated as assignment grades.</li> <li>• The instructors need to work cooperatively about the classes they share. A WhatsApp group will be created to facilitate information exchange.</li> <li>• Quiz questions will be prepared by H.... U.... . Midterm exam questions will be prepared by B.... E..... and checked by M..... K..... . The details will be discussed with the testing office coordinator.</li> <li>• Online practice platform was discussed in detail. Necessary codes will be sent to whatsapp group.</li> </ul>		
<b>Questions</b>	-None		
<b>AOB (Any other business)</b>	-None		
<b>Minute Taker</b>	Instructor O..... K.....		