



<b>Event ID:</b>	119
<b>Event Title:</b>	Staff Meeting
<b>Date:</b>	2025-11-11
<b>Department:</b>	DFIA Staff

## PARTICIPANTS

Principal Vice Principal Teaching Staff

## EVENT SUMMARY

The monthly staff meeting was conducted to review academic activities, student discipline, attendance, and departmental responsibilities. Previous action points were evaluated, and new instructions were given for improving teaching effectiveness and administrative coordination. Staff members shared feedback and suggestions, which helped in strengthening teamwork and planning upcoming academic activities.

## SUGGESTIONS & RECOMMENDATIONS

Conduct staff meetings regularly on a fixed monthly schedule. Improve follow-up on decisions taken in previous meetings. Encourage active participation and feedback from all staff members. Provide brief orientation or training sessions during meetings. Maintain proper minutes and documentation of meetings.