

# ACADEMIC EVENT REPORT



Event ID:	88
Event Title:	Staff Meeting
Date:	2025-08-28
Department:	DFIA Staff

## PARTICIPANTS

Faculty members, administrative staff, department heads.

## EVENT SUMMARY

The Staff Meeting was conducted to discuss departmental updates, academic planning, administrative tasks, and upcoming events. Key topics included student performance, scheduling, resource allocation, and coordination among staff members. The meeting facilitated effective communication, decision-making, and alignment of responsibilities. Participants actively contributed ideas and feedback, leading to improved planning and workflow management.

## SUGGESTIONS & RECOMMENDATIONS

1.Circulate the agenda in advance to ensure focused discussions. 2.Document and share minutes promptly for accountability.