



<b>Event ID:</b>	89
<b>Event Title:</b>	Staff & Management Meeting
<b>Date:</b>	2025-08-28
<b>Department:</b>	DFIA Staff & Management

## PARTICIPANTS

Management members, teaching and non-teaching staff, department heads, and administrative coordinators.

## EVENT SUMMARY

The Staff & Management Meeting was held to review academic, administrative, and operational activities. Discussions included student performance, upcoming events, examination schedules, and departmental coordination. Management provided guidance on institutional policies and procedures, while staff shared feedback and suggestions. The meeting enhanced communication, clarified responsibilities, and promoted effective planning and teamwork within the institution.

## SUGGESTIONS & RECOMMENDATIONS

1. Share the agenda beforehand to ensure focused discussions.
2. Record and circulate minutes promptly for transparency and follow-up.