

# ACADEMIC EVENT REPORT



Event ID:	6
Event Title:	Staff & Management Meeting
Date:	2025-04-15
Department:	DFIA Staff & Management

## PARTICIPANTS

Management Members, Teaching Staff, and Administrative Staff

## EVENT SUMMARY

A staff and management meeting was conducted to discuss academic planning, administrative matters, and institutional development. Key decisions were taken regarding academic schedules, staff responsibilities, and coordination between departments. The meeting helped strengthen cooperation and effective communication among staff and management.

## SUGGESTIONS & RECOMMENDATIONS

Regular follow-up meetings and clear documentation of action plans may be implemented to ensure effective execution of decisions.