

ACADEMIC EVENT REPORT



Event ID:	18
Event Title:	Staff & Management Meeting
Date:	2025-05-06
Department:	DFIA Staff & Management

PARTICIPANTS

Management Members, Teaching Staff, Administrative Staff

EVENT SUMMARY

A staff and management meeting was conducted to review academic progress, administrative matters, and institutional planning. Key discussions included scheduling, coordination between departments, and strategies to enhance teaching and operational efficiency. The meeting strengthened communication and collaboration among staff and management.

SUGGESTIONS & RECOMMENDATIONS

Regular follow-up meetings and clear documentation of action points may help ensure effective implementation of decisions.