

ACADEMIC EVENT REPORT



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| Event ID: | 39 |
| Event Title: | Staff Meeting |
| Date: | 2025-06-17 |
| Department: | DFIA Staff |

PARTICIPANTS

All Staffs

EVENT SUMMARY

The regular staff meeting was conducted under the supervision of the Staff Secretary. Key departmental updates, academic schedules, and administrative matters were discussed. Decisions were made regarding upcoming events, leave management, and student support activities. The meeting ensured smooth coordination among staff members and clarified responsibilities for ongoing departmental tasks.

SUGGESTIONS & RECOMMENDATIONS

Share meeting minutes promptly for staff reference. Include agenda points in advance to allow preparation.