1. **Management Agenda → see 1st week Management Gantt Chart**

   1st week (11/10/09 to 15/10/09) -- See Management Gantt chart

   - The Department Chair nominates the module coordinators and internal examiners for each module.
   - Each Module Coordinator must:
     - distribute a complete module description to his Module Working Group (use Syllabus form).
     - submits a copy of the module description to the Department Chair.
   - The (Exam Committee) EWG sends, according to the external examination plan, samples of Final exams and coursework of previous semester to external examiners and provides the Department Chair with the summary of the task (use External Examiners form)
   - The DQAO submits the week report to the FQAO

   **Reminder: Correction of the old action plan + its execution. Department Web page development**

2. **Monitoring Agenda → see 1st week monitoring Gantt Chart**

   1st - 3rd week (11/10/2009 to 29/10/2009) --- Precedent Semester Monitoring

   - The EWG monitors the final exams and provides the Department Chair (DQMC) with the Final Exam Monitoring Report (see annex Mon-1)
   - The LWG monitors the library and self learning facilities use and provides the Department Chair (DQMC) with the Final Library Use Report (see annex Mon-2)
   - The GWG monitors the Student feedback and provides the Department Chair (DQMC) with the Final Student feedback Report (see annex Mon-3)
   - The GWG monitors the Student Tutoring process and provides the Department Chair (DQMC) with the Final Student Turing Report (see annex Mon-4)
   - The PWG provides the Department Chair (DQMC) with the Graduate Project Monitoring based on supervisor’s report and graduate project students feedback (see annex Mon-5).
   - The SWG provides the Department Chair (DQMC) with a Scientific Activities Monitoring Reports (see annex Mon-6)
   - Develop Action Plan
   - Send Monitoring file