1. Management Agenda ➔ see 11th week Management Gantt Chart

11th week ➔ (20/12/09 to 24/12/09) -- See Management Gantt chart

- Provide the DAO with the Coordination Report
- Each lecturer (for single module classroom) or group of lecturers (for multiple module classrooms) must prepare the second exam paper, to be moderated by the concerned Internal Examiner
- DQAO reports to the department Council
- The DQAO submits the week report to the FQAO

2. Monitoring Agenda