1. Management Agenda  → see 8th week Management Gantt Chart

8th week (29/11/09 to 3/12/09) -- See Management Gantt chart

- Each coordinator must provide the EWG with:
  - The First Exam Report (use Exam report form)
  - The First Exam paper
  - A sample of 20% of corrected students answers papers
- Each lecturer must inform tutors of students of their difficulties for advising and guidance (use the appropriated form).
- Each lecturer must provide the DQMC with his assignment list necessitating the Library Use (it is a compulsory item)
- DQAO reports to the department Council
- The DQAO submits the week report to the FQAO

2. Monitoring Agenda

Not applicable