

### **Meeting Minutes**

#### **Department of Social Work**

**Date:** 19th February 2025

**Time:** 11:00 AM

**Venue:** Room F1-12

#### **Faculty Members Present:**

- Ms. Lily Jamatia, Assistant Professor, Department of Social Work
- Mr. Josiah Rupini, Assistant Professor, Department of Social Work

#### **Agenda:**

1. Planning for a Parent-Teacher Meeting
2. Finalization of tentative date and time
3. Drafting an official letter for parents

#### **Discussion Points & Resolutions:**

1. It was proposed to organize a Parent-Teacher Meeting to discuss students' academic performance, attendance, and overall development.
2. The Parent-Teacher Meeting is scheduled to be held on **3rd March 2025**. The specific time will be communicated in the official letter.
3. Formal invitations will be drafted and sent to the parents via official letters from the department.
4. The Parent-Teacher Meeting will include group sessions, allowing parents to interact with faculty members.

#### **Prepared by:**



Ms. Lily Jamatia  
Assistant professor  
Department of Social Work  
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