



# Information Technology Fundamentals 601105 Minutes of Meeting

Meeting # 2 (2025-1)

FACULTY OF INFORMATION TECHNOLOGY

2025

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<b>Meeting</b>	<b>Meeting 2</b>			
<b>Date of Meeting</b>	26/11/2025	<b>Time</b>	2:00 pm	
<b>Minutes prepared by</b>	Eman Alduweib	<b>Location</b>	7306	
<b>1. Meeting Objectives</b>				
1. To discuss lab manual and ITF Lab syllabus				
<b>2. Members/ Attendance</b>				
<b>Name</b>	<b>Title</b>	<b>Attendance</b>	<b>Signature</b>	
Dr. Eman Alduweib	Coordinator	yes	Dr. Eman Alduweib	
Dr. Mahmoud Baklizi	instructor	yes	Dr. Mahmoud Baklizi	
Mr. Ala'a Alshurbaji	instructor	yes	Mr. Ala'a Alshurbaji	
Dr. Mohammad Aladailah	instructor	yes	Dr. Mohammad Aladailah	
Dr. Faris Abu Hashis	instructor	yes	Dr. Faris Abuhashish	
Dr. Ghada Alrawashdeh	instructor	yes	Dr. Ghada Alrawashdeh	
<b>3. Agenda, Topics, Issues</b>				
<b>Topic</b>	<b>Discussion</b>			
<b>4. Decisions/Recommendations</b>				
<b>5. Task Assignment and Follow-up</b>				
<b>Task</b>	<b>Start Date</b>	<b>End Date</b>	<b>Responsibly</b>	<b>Status</b>
Material	<ul style="list-style-type: none"> <li>First 8 weeks topics (till the end of control structures 1)</li> </ul>			
Questions	Two paper-based forms, with the following questions (35 marks): <ul style="list-style-type: none"> <li>Write algorithm draw flowchart, and full java program for a given problem (10 marks)</li> <li>MCQs (10 marks)</li> <li>Tracing questions (what is the output of a given code) (7 marks)</li> <li>Find the errors in a given code (8 marks)</li> </ul>			