



Information Technology Fundamentals Lab 601106 Minutes of Meeting

Meeting # 1 (2025-1)

FACULTY OF INFORMATION TECHNOLOGY

2025

Information Technology Fundamentals Lab 601106 Minutes of Meeting

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Meeting	Meeting 3			
Date of Meeting	14/10/2025	Time	11:00 am	
Minutes prepared by	Eman Alduweib	Location	7306	
1. Meeting Objectives				
1. To discuss lab manual and ITF Lab syllabus				
2. Members/ Attendance				
Name	Title	Attendance	Signature	
Dr. Eman Alduweib	Coordinator	yes	Dr. Eman Alduweib	
Mr. Mohannad Zahdeh	Lab supervisor	yes	Mr.mohaned zahedah	
Mr. Mohannad AlKarmi	Lab supervisor	yes	Mr. Mohannad AlKarmi	
Mrs. Suad Marie	Lab supervisor	yes	Mrs. Suad Marie	
Ms. Amal Abdalla	Lab supervisor	yes	Ms. Amal Abdalla	
Ms. Duaa Mallak	Lab supervisor	yes	Ms. Duaa Mallak	
Mrs. Sana El Baset	Lab supervisor	yes	Mrs. Sana El Baset	
3. Agenda, Topics, Issues				
Topic	Discussion			
4. Decisions/Recommendations				
5. Task Assignment and Follow-up				
Task	Start Date	End Date	Responsibly	Status
Material			<ul style="list-style-type: none"> Labsheets included in the ITF lab manual (prepared by Dr. Mohammad Abu Arqoub) will be used. Each labsheet contains: Theory+ Part1 (must be given to students by lab instructor/doctor) and Part2 (must be given by the lab supervisor) 	

Syllabus-Marks distribution	<ul style="list-style-type: none">• Lab Midterm Exam: 35 marks• Quizzes: 20 marks• Lab Final Exam: 45 marks			