



MINUTES OF THE MEETING

Date : November 18, 2024

Venue: Staffroom

Time: 10:40 AM

Agenda:

- Planning and organizing the Parent-Teacher Meeting (PTM)
- Setting the date, time, and venue
- Preparing invitations and communication with parents

It was decided in the meeting that the Parent-Teacher Meeting (PTM) will be held on November 23, 2024, from 10:00 AM to 1:00 PM at the College Auditorium. To ensure effective communication with parents, invitations will be sent via email and WhatsApp groups. Additionally, class representatives will personally remind students to inform their parents. The meeting successfully outlined all necessary tasks for organizing the PTM, ensuring that all teams are assigned responsibilities and the necessary arrangements are in place for a smooth execution of the event.


The meeting successfully outlined all necessary tasks for organizing the PTM.


Ms. Punam Chauhan

Convenor PTA


Mr. Susheel Gupta

Member


18/11/24

Principal
St. Bede's College
Shimla