



Schedule of team meetings and/or minutes of meetings

Weekly Team Meetings

- **Purpose:** Review student progress, administrative updates, and OTHM policy changes.
- **Attendees:** Course Coordinators, Program Directors, Academic & Admin Staff.
- **Agenda:** Student performance, deadlines, OTHM updates, and action items.

Monthly Review Meetings

- **Purpose:** Evaluate program delivery, student outcomes, and OTHM compliance.
- **Attendees:** Program Leaders, Compliance Officers, Quality Assurance Team.
- **Agenda:** Performance review, feedback, and accreditation updates.

Quarterly Compliance & Strategy Meetings

- **Purpose:** Assess OTHM compliance, strategic planning, and institutional performance.
- **Attendees:** Senior Leadership, Compliance Officers, External Auditors.
- **Agenda:** Compliance checks, accreditation updates, and strategy discussions.

Ad-Hoc/Extraordinary Meetings

- **Purpose:** Address urgent matters (e.g., policy changes, student issues).
- **Attendees:** Relevant staff as needed.
- **Agenda:** Immediate action and resolutions.

End-of-Term Review Meetings

- **Purpose:** Review course effectiveness, student outcomes, and plan for the next term.
- **Attendees:** Program Directors, Course Coordinators, Academic Staff.
- **Agenda:** Student results, OTHM feedback, and curriculum planning.