

INTRADEPARTMENTAL MEETING ANATOMY

Date: ~~September~~ ¹⁵ 2024
Starting Time: 9:45 AM

Venue: Histology lab

Attendees:

- Prof. Dr. Qurratulain (HOD)
- Prof. Dr. Attiya Mubarak Khalid (Professor)
- Dr. Uzma Waseem (Associate Professor)
- Dr. Shamsa Mohsin (Associate Professor)
- Dr. Samina Munawar (Assistant Professor)
- Dr. Kanwal Khalid (Assistant Professor)
- Dr. Naeem Shahzad (Assistant Professor)
- Dr. Uzma Hassan (Senior Demonstrator)
- Dr. Maira Anum (Demonstrator)
- Dr. Tarab Aftab (Demonstrator, Recording Minutes)
- Dr. Urooj Humayun (Demonstrator)
- Dr. Saba Sikandar (demonstrator)

Welcome Note:

Prof. Dr. Qurratulain opened the meeting by explaining the importance of research in professional development of the faculty. It was decided that two research projects for the year 2024 will be submitted to IRB (institutional review board) of RMDC.

Agenda and Discussion Summary:

Sr.No.	Agenda points	Discussion	Agreed/Not Agreed	Action by
1.	Project updates	The new project proposals to be designed by the department were discussed	Agreed	All faculty members
2.	Methodology of research	Research methodologies were discussed with the faculty members and they encouraged to participate actively	Agreed	All faculty members
3.	Data analysis	Methods of data analysis and the challenges encountered in	Agreed	All faculty members

		<p>analysing data were discussed.</p> <p>The recent workshop training the faculty members regarding the use of SPSS for the data analysis in research papers was discussed.</p>		
4.	Ethical Considerations	Ethical guidelines and compliance issues were discussed	Agreed	All faculty members
5.	Team dynamics	<p>Prof.Dr.Qurrat emphasized that any interpersonal issue within the team should be discussed in frequent meetings.</p> <p>Strategies for improving communication and collaboration were discussed</p>	Agreed	All faculty members

The meeting ended at: 10:45 am