

NIS Meeting Summary

Type of Meeting: SLT

Meeting Date: 2014_1_13

Attendees: LM, AT, AO

Copies to: all staff

Matters to follow up:

Purposes or Agenda:

1. Trip Planner
2. Construction details and samples
3. Professional photographer for swim meet
4. Director's absence

Outcomes		
Description	By When	By Whom
1. SLT discussed the new trip planner and made some changes on notification time on bus, cash and Chartwells. Arden will make the changes.	Ongoing	Arden
2.1 SLT reviewed the plans of design for PYP Mandarin area. Arden will call for a launch meeting with PYP Mandarin teachers and Marina at 4pm this Wed to gather information/data. Arek will explain the scope management plan and key things in the meeting.	Jan 14	Arden
2.2 Arden will call for a meeting with Learning Support Dept. next Tuesday.	Jan 20	Arden
3. SLT discussed the request to invite a professional photographer for Swim Meet. Not interested because we have good photographers already. Arek will talk to the teacher who made the suggestion.	/	Arek
4. SLT discussed work during Laurie's absence.	/	/