

Mar 17

Monday, March 15, 2021 1:59 PM

**NIS Meeting Summary**

**Type of Meeting:** Senior Leadership Team (SLT) Meeting

**Attendees:** Arek Owczarek, Laurie McLellan, Kasson Bratton

**Minutes:** Samantha Zou

**Matters to follow up:**

1. EVA/LD Schedules in Semester 2
2. Projects Updates

**Proposals or Agenda:**

3. Working Time for OFT

Outcomes		
Description	By When	By Whom
1. Kasson will review and follow up the Semester 2 Evacuation and Lockdown Drill schedule.	Ongoing	Kasson
2. SLT shared building project updates: <ul style="list-style-type: none"> <li>• Communication and Admission space revamp project will start after Mid-Semester Vacation, this will impact the Centre ground floor as bathrooms will be closed.</li> <li>• HUB project is still waiting for approvals, will not be able to start in June.</li> </ul>	Ongoing	SLT
3. SLT confirms that the working time for Operation & Finance Team is back to normal from 7:45am to 4:15pm.	/	SLT