

May 19

Friday, May 14, 2021 2:31 PM

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Laurie McLellan, Kasson Bratton

Minutes: Samantha Zou

Invitees: Joe Barder

Matters to follow up:

1. IT Cover and Transition Plan
2. Graduation Evening
3. Summer Project

Proposals or Agenda:

4. Setting Up Requests

Outcomes		
Description	By When	By Whom
1. SLT went through and discussed the IT Cover and Transition Plan with Joe. <ul style="list-style-type: none"> • Clarified the specific responsibilities for each IT staff, for example, phone system update, laptop ordering and distribution for new staff, IT training at the beginning of new school year...) • Assigned upcoming projects and created online Team groups for communication. • Summer duty schedule in IT office. 	/	IT/SLT
2. The menu and setting up for Graduation Evening have been confirmed.	May 29	Head of US/SLT
3. Arek reported to SLT that all planned Summer Projects have been approved. The two main projects (The Centre and EY) will make the campus unsafe for any other use during the summer break.	Summer Holiday	OFT
4. Arek confirms that all requests for room set up need to be submitted to the Facility Office one week in advance.	/	OFT