

June 14

**NIS Meeting Summary**

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

**Date:** 2017\_6\_14

**Attendees:** Arek Owczarek, Arden Tyoschin

**Matters to follow up:**

**Proposals or Agenda:**

1. Photocopying supplier
2. Summer projects

<b>Outcomes</b>		
<b>Description</b>	<b>By When</b>	<b>By Whom</b>
1. The photocopying machine supplier has been finalized and a 3-year renting contract is to be signed, with some green elements.	/	Arek
2. The summer projects have been summarized. Any requests coming this week are too late to be considered for this summer holiday, and will be postponed.	Summer holiday	Arek