

Jan 30

Friday, January 25, 2019 11:25 AM

NIS Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Laurie McLellan

Minutes: Samantha Zou

Matters to follow up:

1. Transition Tasks

Proposals or Agenda:

2. Facility Meeting Minutes
3. Substitution Coordinator
4. Evacuation Drill

Outcomes		
Description	By When	By Whom
1. Ms. Kirke Maier is going to help with the logistics relating to the transition caused by buildings projects.	/	SLT
2. Arek reviewed the latest facility meeting minutes with SLT.	/	Arek
3. Kasson will lead the recruitment for Substitution Coordinator.	/	Kasson
4. Next evacuation drill planned at 11:25am on March 4th.	/	Arek