

**NIS Meeting Summary**

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

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

**Minutes:** Samantha Zou

**Matters to follow up:**

- 1. Discover China Trip

**Proposals or Agenda:**

- 2. Aquatics Support
- 3. Meeting Minutes of LDI Meeting
- 4. Events Feedback
- 5. Visitation (Qixia District)

Outcomes		
Description	By When	By Whom
1. Discover China Week is approaching, Arek mentioned the safety of student trip bus and reinforced that seat belts must be buckled throughout the trip. This message will be further communicated by the Activities Office. During trip week, Kasson will be the first contact in case of emergency.	Week 11	Activities Office & SET
2. Arek shared the meeting minutes of LDI (Local Design Institute) meeting with next step planning for HUB project.	/	Arek
3. Arek reviewed the recent events set up and arrangements. He recommended that for future events, planning ahead and submitting yellow forms in advance is helpful for reducing the workload of OFT staff.	/	OFT
4. The Mayor of Qixia District Mr. Wang Sheng visited NIS on October 23, 2019. During conversation Laurie mentioned the traffic concerns around NIS as raised by various parents and the PTA, Mr. Wang will report it to related department for follow up.	/	/

\*OFT – Operation & Finance Team