

Apr 29

Monday, April 20, 2020 3:02 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. Leaving Staff Updates

Proposals or Agenda:

2. Graduation Ceremony

Outcomes		
Description	By When	By Whom
1. Arek shared updates of leaving staff with SLT, a meeting was arranged for NIS 19/20 leaving staff who are in Nanjing on April 28 which was positive. There is a meeting on Teams with leaving staff who are overseas on April 29.	/	Arek/OFT
2. SLT discussed the arrangement for 19/20 graduation ceremony which will be held in Novotel Hotel. OFT will support Katie.	May 30	Katie/OFT