

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. OFT Summer Work Plan

Proposals or Agenda:

2. Campus Access During Summer Holiday
3. SLT Schedule in Summer Holiday



Outcomes		
Description	By When	By Whom
1. SLT reviewed OFT Summer Work Plan which was submitted by Arek.	Summer Holiday	OFT
2. SLT discussed campus access during summer holiday. Arek will follow up details and publish a notice in the Daily Bulletin, the message will also share with staff at next Monday morning briefing.	ASAP	SLT
3. SLT shared their individual summer holiday schedule for better work plan.	Summer Holiday	SLT