

December 1, 2022

9:30 AM - 11:30 AM **Review: Priorities** --Security Concern **Teams**

1:30 PM - 1:45 PM **Donna/Kevin** -- call

2:30 PM - 3:30 PM **Planning** --Security Concern

December 2, 2022

All Day **Private Appointment**

8:30 AM - 9:00 AM **Senior Staff Meeting** -- Security Concern

12:30 PM - 1:30 PM **Priorities review** -- Security Concern **Teams**

December 3, 2022

3:30 PM - 6:30 PM **Private Appointment**

December 5, 2022

12:00 AM - 12:00 AM **Private Appointment**

8:30 AM - 9:00 AM **Senior Staff Meeting** -- Security Concern

9:00 AM - 9:45 AM **Meeting: Agendas** -- Security Concern **Teams**

9:45 AM - 10:30 AM **Weekly Meeting: Planning and Priorities Secretariat** -- Security Concern **Teams**

11:00 AM - 12:00 PM **Weekly Meeting: Shannon, Mark, Matt, Don Bain, Jessica, Donna Sanford, and Doug Caul** -- Security Concern
Security Concern **Teams**

4:00 PM - 4:30 PM **Meeting: Shannon, Teri Collins, Donna Sanford, Jade Ashbourne** -- Microsoft Teams Meeting

December 6, 2022

All Day **Private Appointment**

Please See Above

December 6, 2022 Continued

8:00 AM - 8:30 AM	Meeting: Shannon, Matt, Jessica, Donna, Mike and Caitlin -- Security Concern Teams
8:30 AM - 9:00 AM	Meeting: Shannon, Doug, Tom, Donna, Jessica and Rachel Shaw -- Security Concern Teams
9:30 AM - 10:00 AM	Team Huddle -- Microsoft Teams Meeting
3:00 PM - 4:00 PM	Weekly Briefing: PDE, Mark, Donna, Shannon, Don, Jessica, Doug -- Security Concern
4:00 PM - 4:15 PM	Connect w/Jade
4:15 PM - 7:15 PM	Private Appointment

December 7, 2022

All Day	Private Appointment Please See Above
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
10:00 AM - 11:30 AM	Cabinet swearing-in (arrive by 9:30am) -- Security Concern
11:30 AM - 1:00 PM	Private Appointment
1:00 PM - 1:20 PM	Donna/Rosa/Penny -- MS Teams/Dial-In (see below)
1:30 PM - 2:00 PM	DMC -- Security Concern
2:00 PM - 2:30 PM	Meeting: Shannon, Kevin, Donna and Andrea Mercer -- Security Concern
2:40 PM - 3:00 PM	Donna/Jade/Rosa -- MS Teams
3:00 PM - 4:00 PM	Team Touch Base -- Microsoft Teams Meeting /Security Concern

December 8, 2022

All Day	Private Appointment	Please See Above
8:00 AM - 8:30 AM	Meeting: Shannon, Stephen, Donna and Rosa -- Security Concern	
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern	
9:00 AM - 10:00 AM	PPS & PBs -- Security Concern	
12:30 PM - 1:00 PM	Donna/Rosa/Jade -- In-Person/Teams	
2:00 PM - 3:00 PM	Planning -- Security Concern	
3:00 PM - 3:15 PM	Connect -- Microsoft Teams Meeting	

December 9, 2022

All Day	Private Appointment	Please See Above
All Day	Private Appointment	
8:00 AM - 8:30 AM	Connect - Donna / Caitlin / Mike -- Microsoft Teams Meeting	
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern	
12:30 PM - 1:00 PM	Meeting: Shannon S, Matt, Doug, Kevin, Fazil, Shannon B and Donna -- Security Concern	MS Teams
1:00 PM - 1:30 PM	Meeting: Will Maartman, Lia Brewer, Tim Howlett, Aileen Machell, Donna Sanford, Don Bain, Marie Della Mattia -- MS Teams	
3:15 PM - 4:00 PM	Donna/Amy -- MS Teams	

December 10, 2022

All Day	Private Appointment	Please See Above
---------	---------------------	------------------

December 10, 2022 Continued

6:00 PM - 10:00 PM

Private Appointment

December 11, 2022

12:00 AM - 12:00 AM

Private Appointment

Please See Above

December 12, 2022

8:30 AM - 9:00 AM

Senior Staff Meeting -- Security Concern

9:00 AM - 9:45 AM

Meeting: Agendas -- Security Concern Teams

9:45 AM - 10:30 AM

Weekly Meeting: Planning and Priorities Secretariat -- Security Concern Teams

11:00 AM - 12:00 PM

Weekly Meeting: Shannon, Mark, Matt, Don Bain, Jessica, Donna Sanford, and Doug Caul -- Security Concern
Security Concern Teams

12:30 PM - 1:30 PM

Project Boards -- MS Teams

1:30 PM - 2:00 PM

Team Huddle -- Microsoft Teams Meeting / Security Concern

3:00 PM - 3:30 PM

Donna / Caitlin / Andrea - Touch Base -- Microsoft Teams Meeting

3:30 PM - 3:45 PM

Donna/Tim

4:00 PM - 5:00 PM

Pre-cabinet briefing: PDE, Shannon Salter, Mark Sieben, Doug Caul, Donna Sanford, Amy Miller, Jessica Prince -- MS Teams/Security Concern

December 13, 2022

8:30 AM - 9:00 AM

Senior Staff Meeting -- Security Concern

9:30 AM - 9:45 AM

Check in -- MSTEams

9:45 AM - 10:00 AM

MMHA Priorities -- MS Teams

December 13, 2022 Continued

10:00 AM - 10:45 AM	Connect -- Security Concern
11:00 AM - 11:30 AM	Donna/Jade
11:30 AM - 12:00 PM	Donna/Laurie
12:00 PM - 12:30 PM	Andrea / Caitlin / Donna - Brainstorm -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	JM/Donna Quick Connect -- Security Concern
2:00 PM - 2:15 PM	Meeting: Shannon and Donna -- Microsoft Teams Meeting
2:30 PM - 3:00 PM	Donna/Andrea
3:20 PM - 4:00 PM	MLWG -- Microsoft Teams Meeting

December 14, 2022

8:30 AM - 9:00 AM	Don Bain to Chair: Senior Staff Meeting -- Security Concern
9:00 AM - 12:00 PM	Cabinet -- MS Teams
9:30 AM - 10:30 AM	Forests -- Microsoft Teams Meeting
1:00 PM - 1:45 PM	Donna/Rosa -- In Person/Teams
2:30 PM - 3:15 PM	Donna/Laurie
3:30 PM - 3:45 PM	Donna/Kevin -- MS Teams

December 14, 2022 Continued

5:00 PM - 7:00 PM

Private Appointment

December 15, 2022

12:00 AM - 12:00 AM

Personal Information

12:00 AM - 12:00 AM

Private Appointment

4:30 PM - 7:30 PM

Private Appointment

December 16, 2022

All Day

Personal Information

Please See Above

All Day

Private Appointment

Please See Above

December 17, 2022

All Day

Personal Information

Please See Above

All Day

Private Appointment

Please See Above

December 18, 2022

All Day

Personal Information

Please See Above

All Day

Private Appointment

Please See Above

December 19, 2022

All Day

Personal Information

Please See Above

All Day

Private Appointment

Please See Above

December 20, 2022

All Day

Personal Information

Please See Above

December 20, 2022 Continued

All Day	Private Appointment	Please See Above
All Day	Private Appointment	

December 21, 2022

All Day	Personal Information	Please See Above
All Day	Private Appointment	Please See Above

December 22, 2022

All Day	Legal Information	Please See Above
All Day	Private Appointment	Please See Above
All Day	Private Appointment	
All Day	Private Appointment	

December 23, 2022

All Day	Personal Information	Please See Above
All Day	Private Appointment	Please See Above
12:00 AM - 12:00 AM	Private Appointment	

December 24, 2022

All Day	Personal Information	Please See Above
All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above

December 25, 2022

All Day	Personal Information	Please See Above
All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above

December 26, 2022

All Day	Personal Information	Please See Above
All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above
All Day	STAT - BOXING DAY	

December 27, 2022

All Day	Personal Information	Please See Above
All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above
All Day	STAT (in Leu of Christmas Day)	

December 28, 2022

All Day	Personal Information	Please See Above
All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above
12:00 AM - 12:00 AM	Private Appointment	

December 29, 2022

All Day	Personal Information	Please See Above
All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above

December 30, 2022

12:00 AM - 12:00 AM	Personal Information	Please See Above
12:00 AM - 12:00 AM	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above
12:00 AM - 12:00 AM	Private Appointment	Please See Above

December 31, 2022

All Day	Private Appointment	Please See Above
---------	---------------------	------------------