

## April 3, 2023

|                     |                                                                           |
|---------------------|---------------------------------------------------------------------------|
| 8:30 AM - 9:00 AM   | 8:30 Meeting -- Microsoft Teams Meeting                                   |
| 9:45 AM - 11:00 AM  | Agenda/PPS/Weekly Meeting <small>_Security Concern</small> /Teams         |
| 11:00 AM - 11:30 AM | Connection -- Microsoft Teams Meeting                                     |
| 1:00 PM - 1:30 PM   | Team Huddle -- Microsoft Teams Meeting <small>_Security Concern</small>   |
| 1:45 PM - 2:00 PM   | Leg List -- MS Teams                                                      |
| 2:00 PM - 2:30 PM   | Check in: Donna Sanford and Matt Smith -- <small>Security Concern</small> |
| 3:00 PM - 4:00 PM   | Weekly Briefing -- Teams                                                  |

## April 4, 2023

|                     |                                         |
|---------------------|-----------------------------------------|
| 8:30 AM - 9:00 AM   | 8:30 Meeting -- Microsoft Teams Meeting |
| 9:30 AM - 9:45 AM   | Donna/Michael                           |
| 10:00 AM - 10:15 AM | Donna/Shaina -- Microsoft Teams Meeting |
| 11:00 AM - 12:00 PM | Donna/Rachel -- In person/MS Teams      |
| 12:00 PM - 1:00 PM  | Ben/Donna                               |
| 1:30 PM - 1:45 PM   | Donna/Jade/Kelly                        |

## April 5, 2023

|                   |                                         |
|-------------------|-----------------------------------------|
| 8:30 AM - 9:00 AM | 8:30 Meeting -- Microsoft Teams Meeting |
|-------------------|-----------------------------------------|

## April 5, 2023 Continued

9:00 AM - 11:00 AM

Security Concern

## April 6, 2023

6:00 AM - 6:15 AM

Private Appointment

6:15 AM - 6:30 AM

Private Appointment

8:30 AM - 9:00 AM

8:30 Meeting -- Microsoft Teams Meeting

9:00 AM - 12:00 PM

Leadership Culture Conversations – Session 3 -- Security Concern

12:45 PM - 1:00 PM

Neil/Donna -- Microsoft Teams Meeting

2:00 PM - 2:30 PM

Chat about Cab sub decks -- Microsoft Teams Meeting

2:30 PM - 3:00 PM

PPS Team Mtg -- Microsoft Teams Meeting Security Concern

3:30 PM - 3:45 PM

Retreat planning -- Amanda to call Donna

## April 7, 2023

All Day

STAT - GOOD FRIDAY

## April 10, 2023

All Day

STAT - EASTER MONDAY

## April 11, 2023

12:00 AM - 12:00 AM

Private Appointment

8:30 AM - 9:00 AM

8:30 Meeting -- Microsoft Teams Meeting

## April 11, 2023 Continued

|                     |                                                                         |
|---------------------|-------------------------------------------------------------------------|
| 10:00 AM - 11:30 AM | Agenda/PPS/Weekly Meeting <small>Security Concern</small> Teams         |
| 12:30 PM - 1:00 PM  | Team Huddle -- Microsoft Teams Meeting <small>/Security Concern</small> |
| 1:20 PM - 1:30 PM   | Donna/Laurie -- Microsoft Teams Meeting                                 |
| 2:00 PM - 2:30 PM   | Check in: Donna Sanford and Matt Smith -- MS Teams                      |
| 3:00 PM - 3:30 PM   | Weekly Briefing <small>Security Concern</small> & Teams                 |
| 3:35 PM - 3:45 PM   | Donna/Laurie -- Microsoft Teams Meeting                                 |

## April 12, 2023

|                    |                                                            |                  |
|--------------------|------------------------------------------------------------|------------------|
| All Day            | Private Appointment                                        | Please See Above |
| 9:00 AM - 9:30 AM  | 9:00 Meeting -- Microsoft Teams Meeting                    |                  |
| 9:30 AM - 12:00 PM | Long term planning -- <small>Security Concern</small>      | - in person      |
| 1:15 PM - 4:15 PM  | Long term planning -- <small>Security Concern</small>      | - in person      |
| 4:30 PM - 5:00 PM  | Meeting: Shannon and Donna Re: Bi-weekly check-in -- Teams |                  |

## April 13, 2023

|                     |                                                                      |                  |
|---------------------|----------------------------------------------------------------------|------------------|
| All Day             | Private Appointment                                                  | Please See Above |
| 7:00 AM - 7:15 AM   | Private Appointment                                                  |                  |
| 9:00 AM - 10:00 AM  | Private Appointment                                                  |                  |
| 10:30 AM - 11:00 AM | Prep mtg -- Microsoft Teams Meeting <small>/Security Concern</small> |                  |

## April 13, 2023 Continued

|                     |                                                                                |
|---------------------|--------------------------------------------------------------------------------|
| 11:00 AM - 11:30 AM | Connect -- Microsoft Teams Meeting                                             |
| 11:30 AM - 11:45 AM | Donna/Jade -- MS Teams                                                         |
| 1:00 PM - 1:30 PM   | Donna/Barth: Computer Refresh -- Security Concern                              |
| 1:30 PM - 2:00 PM   | Donna/Laurie -- Microsoft Teams Meeting                                        |
| 2:00 PM - 2:30 PM   | Climate and Economy Project Delivery Board - Quick Connect -- Security Concern |
| 2:30 PM - 3:30 PM   | Strategic Communications Follow-up – PPS/GCPE -- Security Concern<br>or Teams  |

## April 14, 2023

|                     |                                                                             |
|---------------------|-----------------------------------------------------------------------------|
| 12:00 AM - 12:00 AM | Private Appointment<br>Please See Above                                     |
| 11:30 AM - 12:00 PM | Donna/Laurie -- Microsoft Teams Meeting                                     |
| 1:30 PM - 2:00 PM   | PPS/Shannon/Doug/Neil/Jessica -- Microsoft Teams Meeting / Security Concern |
| 3:00 PM - 4:00 PM   | PPS Team Mtg -- Microsoft Teams Meeting                                     |

## April 17, 2023

|                     |                                                           |
|---------------------|-----------------------------------------------------------|
| 8:30 AM - 9:00 AM   | 8:30 Meeting -- Microsoft Teams Meeting                   |
| 10:30 AM - 12:00 PM | Agenda/PPS/Weekly Meeting -- Security Concern Teams       |
| 1:00 PM - 1:30 PM   | Team Huddle -- Microsoft Teams Meeting / Security Concern |
| 1:30 PM - 2:00 PM   | Donna/Laurie -- Microsoft Teams Meeting                   |

## April 17, 2023 Continued

2:30 PM - 2:50 PM      **Pre-brief: Mandate check-ins** -- Security Concern

3:30 PM - 4:00 PM      **Private Appointment**

## April 18, 2023

8:30 AM - 9:00 AM      **8:30 Meeting -- Microsoft Teams Meeting**

9:30 AM - 10:00 AM      **Donna/Laurie -- Microsoft Teams Meeting**

10:00 AM - 10:30 AM      **Optional PPS Drop In Coffee** -- Security Concern

10:30 AM - 11:00 AM      **Meeting: Doug C and Donna S -- MS teams**

11:00 AM - 12:00 PM      **Donna/Jade -- In Person/Teams**

12:00 PM - 1:00 PM      **Donna/Hilary** -- Security Concern

1:30 PM - 2:30 PM      **Weekly Briefing** -- Teams

3:00 PM - 3:30 PM      **Doug/Donna/Kevin/Shannon** -- Security Concern

4:15 PM - 4:30 PM      **Donna/Laurie -- Microsoft Teams Meeting**

4:30 PM - 4:45 PM      **download -- Microsoft Teams Meeting**

## April 19, 2023

8:30 AM - 9:00 AM      **8:30 Meeting -- Microsoft Teams Meeting**

9:00 AM - 11:00 AM      **Cabinet**

## April 19, 2023 Continued

1:30 PM - 2:00 PM Donna/Laurie -- Microsoft Teams Meeting

## April 20, 2023

8:30 AM - 9:45 AM Speaker Series - Graham Waller -- MS Teams

9:45 AM - 10:00 AM Donna/Neil -- MS Teams

10:45 AM - 11:00 AM Donna/Laurie -- Microsoft Teams Meeting

1:00 PM - 1:30 PM Private Appointment

1:30 PM - 2:00 PM Donna/Laurie

4:30 PM - 7:00 PM Private Appointment

## April 21, 2023

8:30 AM - 10:30 AM DMC Security Concern Teams

11:00 AM - 12:00 PM Planning Session -- Microsoft Teams Meeting

1:00 PM - 1:30 PM 2nd Floor move discussion -- Microsoft Teams Meeting

1:30 PM - 2:00 PM Donna/Laurie -- Microsoft Teams Meeting

2:30 PM - 3:00 PM PPS Team Mtg (Pt 1) -- Microsoft Teams Meeting

3:00 PM - 3:30 PM PPS/CabOps -- Security Concern

3:30 PM - 4:00 PM PPS Team Mtg (Pt 2) -- Security Concern

## April 21, 2023 Continued

4:00 PM - 4:15 PM Donna/Laurie -- Microsoft Teams Meeting

## April 24, 2023

8:30 AM - 9:00 AM 8:30 Meeting -- Microsoft Teams Meeting

9:30 AM - 11:00 AM Agenda/PPS/Weekly Meeting Security Concern Teams

1:00 PM - 1:30 PM Team Huddle -- Microsoft Teams Meeting /Security Concern

2:30 PM - 3:00 PM EMLI Next session -- Teams

3:30 PM - 4:00 PM Doug/Donna/Rachel/JM -- MS Teams

## April 25, 2023

8:30 AM - 9:00 AM 8:30 Meeting -- Microsoft Teams Meeting

10:00 AM - 10:30 AM Optional PPS Drop In Coffee -- Security Concern

11:45 AM - 12:00 PM Donna/Laurie

1:30 PM - 2:00 PM Meeting: Shannon and Donna Re: Bi-weekly check-in -- Teams

2:00 PM - 2:30 PM Hiring Learnings w/ Rachel et al. -- Security Concern

3:15 PM - 4:00 PM Weekly Briefing -- Teams

4:00 PM - 5:00 PM Meeting: Shannon, Doug C, Heather Wood, Shannon B, Kevin J, Barb C, Fazil M, Donna S, Andrea M -- MS teams

## April 26, 2023

|                     |                                                       |
|---------------------|-------------------------------------------------------|
| 8:30 AM - 9:00 AM   | 8:30 Meeting -- Microsoft Teams Meeting               |
| 9:00 AM - 12:00 PM  | Cabinet                                               |
| 12:30 PM - 12:45 PM | 12:30 Meeting - Shannon, Nate, Donna, Andrea -- Teams |
| 1:00 PM - 1:15 PM   | Touch base                                            |
| 1:30 PM - 2:00 PM   | Donna/Laurie                                          |
| 2:15 PM - 2:45 PM   | Connect Re: Space -- Microsoft Teams Meeting          |
| 3:00 PM - 4:00 PM   | Calendar planning -- Microsoft Teams Meeting          |
| 4:00 PM - 4:30 PM   | Donna/Don -- West Annex                               |

## April 27, 2023

|                     |                                                                  |
|---------------------|------------------------------------------------------------------|
| 8:30 AM - 9:00 AM   | 8:30 Meeting -- Microsoft Teams Meeting                          |
| 9:30 AM - 10:15 AM  | Donna/James                                                      |
| 10:15 AM - 10:45 AM | Donna/Rosa                                                       |
| 11:00 AM - 11:30 AM | Donna/Rachel                                                     |
| 11:30 AM - 12:00 PM | Donna/Rachel/JM -- MS Teams                                      |
| 1:00 PM - 1:45 PM   | Fall 2023/Spring 2024 Legislation -- Security Concern ' MS Teams |
| 2:00 PM - 2:30 PM   | Donna/Andrea                                                     |

## April 27, 2023 Continued

2:30 PM - 4:00 PM

LAN Cleanup -- Security Concern

5:30 PM - 8:00 PM

Private Appointment

## April 28, 2023

8:30 AM - 9:15 AM

Prep for the Monday Agenda/Issues Meeting -- Teams

9:30 AM - 10:00 AM

9:30 Call - S. Salter, S. Baskerville, L. MacLaren, D. Stephenson, D. Sanford -- Teams Meeting |  
Security Concern

11:00 AM - 11:30 AM

Donna/Aileen -- Microsoft Teams Meeting

11:30 AM - 12:00 PM

Donna/Laurie

1:00 PM - 2:00 PM

PPS Team Mtg -- Microsoft Teams Meeting /Security Concern

3:30 PM - 4:30 PM

Private Appointment