

August 1, 2023

9:00 AM - 9:30 AM	9:00am Meeting -- MS Teams
10:00 AM - 10:45 AM	MDM/SM 1:1 -- Teams Security Concern
10:45 AM - 11:30 AM	Office hours + return calls
11:30 AM - 12:00 PM	Check-in: Marie -- MS Teams
12:00 PM - 12:30 PM	Break
12:30 PM - 1:00 PM	MDM/SA Check in -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Executive Staffing Approvals -- Teams Security Concern
1:30 PM - 2:00 PM	Marie/Lele -- Microsoft Teams Meeting
2:00 PM - 2:30 PM	Messaging Huddle -- Microsoft Teams Meeting
3:00 PM - 3:30 PM	Check in -- Microsoft Teams Meeting

August 2, 2023

9:00 AM - 9:30 AM	9:00am Meeting -- MS Teams
10:30 AM - 11:00 AM	Meeting: Shannon and Marie Della Mattia - Monthly Check In
11:00 AM - 11:30 AM	MDM/AL Check in -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	Sara/Marie connect -- Microsoft Teams Meeting

August 2, 2023 Continued

12:00 PM - 1:00 PM	Break
1:00 PM - 2:00 PM	Housing Discussion -- Microsoft Teams Meeting
3:00 PM - 4:00 PM	Calendar planning -- Microsoft Teams Meeting
4:00 PM - 4:20 PM	ADM Huddle -- Update to: Microsoft Teams Meeting
5:00 PM - 6:00 PM	Check in

August 3, 2023

8:00 AM - 8:30 AM	Reserve for catch up
9:00 AM - 9:30 AM	9:00am Meeting -- MS Teams
10:00 AM - 10:45 AM	MDM/JH 1:1 -- Teams Security Concern
11:00 AM - 12:00 PM	MDM/SA 1:1 Security Concern Teams
12:00 PM - 1:00 PM	Break
1:00 PM - 2:00 PM	Marie/Tim -- Microsoft Teams Meeting Security Concern
2:00 PM - 2:30 PM	Marie/Jeff 1:1 -- Update to: Microsoft Teams Meeting
2:30 PM - 2:50 PM	ADM Huddle -- Microsoft Teams Meeting
3:00 PM - 3:30 PM	Meeting: George & Marie -- Security Concern MS Teams
3:30 PM - 4:00 PM	Call Christine

August 3, 2023 Continued

5:00 PM - 5:30 PM Safe Communities Messaging Huddle

August 4, 2023

8:30 AM - 9:00 AM MMHA Indicators -- MS Teams

9:30 AM - 10:00 AM Erin/Eric/Sage Check in -- Security Concern

10:00 AM - 11:30 AM IM117

11:30 AM - 11:45 AM Marie + Heather

12:30 PM - 1:30 PM DM-EC Drought -- Teams

1:30 PM - 3:00 PM Office hours + return calls

3:00 PM - 3:45 PM Prep for the Monday Agenda/Issues Meeting -- Teams

3:45 PM - 4:05 PM ADM Huddle -- Security Concern

August 7, 2023

All Day *BC Day*

8:00 AM - 5:00 PM Office hours + return calls

August 8, 2023

8:00 AM - 8:30 AM 8 a.m. Check in -- Microsoft Teams Meeting

9:00 AM - 9:30 AM 9:00am Meeting -- MS Teams

August 8, 2023 Continued

9:30 AM - 10:00 AM	Executive Staffing Approvals -- Teams Security Concern
10:00 AM - 11:00 AM	Office hours + return calls
11:00 AM - 12:30 PM	Agenda/PPS/Weekly Meeting -- Teams Security Concern
12:30 PM - 12:50 PM	MDM/JH 1:1 Security Concern Teams
12:50 PM - 1:50 PM	Executive Meeting -- Microsoft Teams Meeting
2:30 PM - 2:50 PM	ADM Huddle -- HQ
3:00 PM - 3:45 PM	CD Fall training -- Microsoft Teams Meeting
4:30 PM - 5:30 PM	Private Appointment

August 9, 2023

9:00 AM - 9:30 AM	9:00am Meeting -- MS Teams
9:30 AM - 10:00 AM	Housing Meeting Debrief
10:00 AM - 11:00 AM	Office hours + return calls
11:00 AM - 11:30 AM	A and M -- Microsoft Teams Meeting
11:45 AM - 12:00 PM	MDM/CB Check in -- Security Concern
12:00 PM - 1:00 PM	Break

August 9, 2023 Continued

1:30 PM - 2:00 PM	MDM/TH 1:1 Security Concern Teams
2:00 PM - 2:30 PM	Connect -- Microsoft Teams Meeting
3:00 PM - 3:30 PM	Review Message and Taglines -- Teams/ Security Concern
4:00 PM - 4:20 PM	ADM Huddle Security Concern

August 10, 2023

8:00 AM - 8:30 AM	Reserve for catch up
9:00 AM - 9:30 AM	9:00am Meeting -- MS Teams
9:30 AM - 10:30 AM	MDM/ST Check-in -- Security Concern
10:30 AM - 11:30 AM	CD Meeting (Comm Shop Directors) -- Microsoft Teams Meeting
11:30 AM - 11:45 AM	DM Brown DM Della Mattia Associate DM Armitage - Discussion -- MS Teams
11:45 AM - 12:30 PM	Break
12:30 PM - 1:00 PM	Danielle + Marie
1:15 PM - 1:45 PM	MDM/SM 1:1 -- Teams Security Concern
1:45 PM - 2:30 PM	Office hours + return calls
2:30 PM - 3:00 PM	People-first communications training - Fall 2024 -- Microsoft Teams Meeting
3:15 PM - 3:30 PM	Marie/Katherine Check in -- Security Concern
4:10 PM - 4:30 PM	ADM Huddle Security Concern Teams

August 11, 2023

8:30 AM - 9:30 AM	Office hours + return calls
9:30 AM - 10:15 AM	MMHA Indicators - Circle back -- Microsoft Teams Meeting
10:15 AM - 11:00 AM	MDM/ST Check-in -- Security Concern
11:00 AM - 12:00 PM	DM-EC Drought -- Teams
12:00 PM - 12:30 PM	Safe Communities Presentation
12:30 PM - 1:00 PM	Doug/Marie - Chat -- MST
1:00 PM - 1:30 PM	Break
1:30 PM - 2:00 PM	MDM/SA 1:1 Security Concern Teams
2:15 PM - 3:00 PM	HR Recruitment Marketing Strategy -- Security Concern
3:00 PM - 3:30 PM	MDM/KA Check in -- Security Concern
3:30 PM - 4:15 PM	HHR Review -- Security Concern

August 14, 2023

8:00 AM - 8:30 AM	8 a.m. Check in -- Microsoft Teams Meeting
8:30 AM - 9:00 AM	Office hours + return calls
9:00 AM - 9:30 AM	9:00am Meeting -- MS Teams
9:30 AM - 11:00 AM	FW: Agenda/PPS/Weekly Meeting -- Teams Security Concern

August 14, 2023 Continued

11:00 AM - 11:30 AM	MDM/KA Check in -- ^{Security} Concern
11:30 AM - 12:15 PM	Intranet discussion -- ^{Security} Concern
12:15 PM - 12:30 PM	MDM/ST Check-in -- ^{Security} Concern
12:30 PM - 1:00 PM	Outline/approach: Strategic Communications Planning for Leaders -- Microsoft Teams Meeting
1:00 PM - 1:45 PM	1:00 Joint Mtg w/PO/SG/AG/MHA/HOUS/SDPR Safer Communities Action Plan -- MS Teams
2:00 PM - 2:45 PM	Review Message and Taglines Continued -- Teams/ ^{Security Concern}
3:00 PM - 3:20 PM	Org Huddle -- ^{Security} Concern
3:30 PM - 4:00 PM	Masterclass Discussion -- Microsoft Teams Meeting

August 15, 2023

8:30 AM - 9:00 AM	People First Comms Workshop Intro
9:00 AM - 9:30 AM	9:00am Meeting -- MS Teams
9:45 AM - 10:30 AM	Check-in -- ^{Security} Concern
10:30 AM - 11:00 AM	Office hours + return calls
11:00 AM - 11:30 AM	MDM/AM 1:1 -- Microsoft Teams Meeting ^{Security Concern}
11:00 AM - 11:30 AM	Public Accounts touch base -- Microsoft Teams Meeting

August 15, 2023 Continued

10:30 AM - 11:00 AM	Office hours + return calls
11:00 AM - 11:30 AM	MDM/AM 1:1 -- Microsoft Teams Meeting Security Concern
11:00 AM - 11:30 AM	Public Accounts touch base -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	MDM/JH 1:1 -- Security Concern
12:00 PM - 12:30 PM	Break
12:30 PM - 1:00 PM	Comms discussion -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Floorplan Discussion -- Security Concern
1:30 PM - 2:15 PM	Workshop Prep -- Security Concern
2:15 PM - 4:30 PM	Office hours + return calls -- Teams

August 16, 2023

9:00 AM - 9:30 AM	9:00am Meeting -- MS Teams
9:30 AM - 10:00 AM	MDM/AL 1:1 Security Concern Teams
10:00 AM - 10:30 AM	MDM/JP Connect -- Microsoft Teams Meeting
11:00 AM - 11:30 AM	Check-in -- Security Concern
11:30 AM - 12:00 PM	MDM/TH 1:1 Security Concern Teams

August 16, 2023 Continued

12:00 PM - 1:00 PM	Break
1:00 PM - 1:30 PM	Executive Staffing Approvals -- Teams Security Concern
2:00 PM - 3:00 PM	People First Update -- Microsoft Teams Meeting Security Concern
3:00 PM - 4:00 PM	Office hours + return calls
4:00 PM - 4:20 PM	Org Huddle -- Security Concern
8:00 PM - 9:30 PM	Private Appointment

August 17, 2023

8:00 AM - 8:30 AM	Reserve for catch up
8:30 AM - 9:00 AM	People First Comms Workshop Intro
9:00 AM - 9:30 AM	9:00am Meeting -- MS Teams
9:30 AM - 10:00 AM	MDM/SR Coffee -- Security Concern
10:30 AM - 11:00 AM	MDM/SM 1:1 -- Microsoft Teams Meeting Security Concern
11:00 AM - 12:00 PM	MDM/SA 1:1 Security Concern Teams
12:00 PM - 1:00 PM	Break
1:00 PM - 1:30 PM	MDM/NR 1:1 -- Teams
2:00 PM - 3:30 PM	HHR Discussion -- Security Concern
4:00 PM - 4:45 PM	Calendar planning -- Microsoft Teams Meeting
4:35 PM - 4:55 PM	ADM Huddle -- Security Concern

August 18, 2023

12:00 AM - 12:00 AM

Holiday commitment

August 19, 2023

All Day

Holiday commitment

Please See Above

August 20, 2023

All Day

Holiday commitment

Please See Above

August 21, 2023

All Day

Holiday commitment

Please See Above

August 22, 2023

All Day

Holiday commitment

Please See Above

August 23, 2023

All Day

Holiday commitment

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August 24, 2023

All Day

Holiday commitment

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August 25, 2023

All Day

Holiday commitment

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August 26, 2023

All Day

Holiday commitment

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August 27, 2023

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Holiday commitment

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August 28, 2023

All Day

Holiday commitment

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August 29, 2023

All Day

Holiday commitment

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August 30, 2023

All Day

Holiday commitment

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August 31, 2023

All Day

Holiday commitment

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