

October 1, 2023

12:00 PM - 1:00 PM	Private Appointment
4:00 PM - 4:30 PM	Private Appointment
9:00 PM - 9:30 PM	Meeting of the Virtual Health & Wellness Collaborative for Rural and First Nations BC Advisory Group -- Government Financial Information; Security Concern

October 2, 2023

12:00 AM - 12:00 AM	Mark M vacation, Brian covering
All Day	STAT
12:00 PM - 1:00 PM	Private Appointment
1:00 PM - 2:00 PM	Miranda/Mark 1:1 -- Teams/ ^{Security Concern}
4:00 PM - 4:30 PM	Private Appointment

October 3, 2023

All Day	Mark M vacation, Brian covering Please See Above
12:00 AM - 12:00 AM	House in Session
8:30 AM - 9:00 AM	DM and Associate DMs Weekly Meeting ^{Security Concern} MS Teams
9:00 AM - 10:00 AM	HOLD
9:45 AM - 10:00 AM	Karen/Mark 1:1 -- Mark to call Karen
10:00 AM - 11:00 AM	QP
10:00 AM - 10:15 AM	Staffing ^{Cabinet Confidences} -- ^{Security Concern}
10:30 AM - 11:30 AM	^{Security Concern} Microsoft Teams Meeting
11:15 AM - 12:15 PM	Mark/Miranda T. Base
12:15 PM - 12:30 PM	Anita Owens/Mark

October 3, 2023 Continued

12:30 PM - 1:00 PM	Physician Forecast Numbers
1:00 PM - 2:00 PM	DM Brown/Mark Armitage Virtual Care -- MS Teams
2:00 PM - 3:00 PM	Intergovernmental Communications; Security Concern
3:00 PM - 3:30 PM	Aug Executive Summary, Mark, Miranda, Michelle, Claire, Lintao, Violet
3:30 PM - 4:00 PM	HIBC Capacity and MSP Claims Meeting
4:00 PM - 4:30 PM	Private Appointment
5:00 PM - 6:00 PM	Government Financial Information; Security Concern
5:00 PM - 6:00 PM	Helijet flight 718 dep Vic @ 5:00 -- Government Financial Information; Security
6:00 PM - 9:00 PM	Save the date: Pre-event Dinner -- Security Concern

October 4, 2023

All Day	Mark M vacation, Brian covering	Please See Above
All Day	House in Session	Please See Above
8:00 AM - 4:30 PM	Save the date: JCC Workshop -- Security Concern	Vancouver
12:00 PM - 12:45 PM	Intergovernmental Communications	IH Leadership, PC & HEABC -- Microsoft Teams Meeting
1:00 PM - 1:45 PM	Intergovernmental Communications	IH Leadership, HEABC & Physician Groups -- Microsoft Teams Meeting
4:30 PM - 6:00 PM	Helijet flight 719 dep Van @ 5:00 -- Government Financial Information; Security	

October 5, 2023

All Day	Mark M vacation, Brian covering	Please See Above
12:00 AM - 12:00 AM	House in Session	Please See Above
8:00 AM - 9:00 AM	Intergovernmental Communications	Services - with Agenda

October 5, 2023 Continued

9:00 AM - 12:00 PM	Corporate Executive Quarterly Meeting -- Security Concern	Security Concern	
9:00 AM - 9:15 AM	Intergovernmental Communications	-- Microsoft Teams Meeting	
11:00 AM - 11:30 AM	Data/Tech Meeting Follow-up	Security Concern	MS Teams
11:45 AM - 12:00 PM	Pre Interview Discussion		
12:00 PM - 12:45 PM	Intergovernmental Communications	Security Concern --	MS Teams
12:45 PM - 1:00 PM	Post Interview Discussion		
1:30 PM - 2:15 PM	Intergovernmental Communications	Follow up Meeting -- Zoom	
2:10 PM - 2:30 PM	Connect --	Security Concern	
2:30 PM - 3:00 PM	SFUMS Walk Through / Q&A -- Microsoft Teams Meeting		
3:00 PM - 3:30 PM	Marie/Mark 1:1		
3:30 PM - 4:00 PM	Kevin/Mark 1:1		
4:00 PM - 5:00 PM	Hold		
5:30 PM - 6:00 PM	PHHRCC DEI WG -- Microsoft Teams Meeting		

October 6, 2023

All Day	Mark M vacation, Brian covering	Please See Above
7:30 AM - 8:00 AM	Michael/Mark	
8:00 AM - 9:00 AM	PCD/HSWBSD - OKR weekly touchbase -- Microsoft Teams Meeting	
9:00 AM - 9:30 AM	Intergovernmental Communications	Doug, Mark, Hilary, Matt
9:30 AM - 10:00 AM	Sarah Lusk/Mark	
10:00 AM - 10:30 AM	Ryan/Mark 1:1 --	Security Concern

October 6, 2023 Continued

10:30 AM - 11:00 AM	Claire/Mark 1:1 -- Security Concern
11:00 AM - 11:30 AM	Natalie/Mark T. Base
11:30 AM - 12:30 PM	Mark/Michael/Audra/Miranda
12:30 PM - 1:00 PM	Private Appointment
1:00 PM - 2:30 PM	DM Mark Dr. Halpenny Dr. Oetter - Virtual Care -- MS Teams
2:30 PM - 3:00 PM	Intergovernmental Communications Forecast Mtg, Bobbi, Mark, Martin/Eric, Nicola/Melanie, Kevin, Kiku
3:00 PM - 4:00 PM	HOLD
4:00 PM - 4:30 PM	Private Appointment

October 7, 2023

All Day	Mark M vacation, Brian covering Please See Above
12:00 PM - 1:00 PM	Private Appointment
4:00 PM - 4:30 PM	Private Appointment

October 8, 2023

All Day	Mark M vacation, Brian covering Please See Above
12:00 PM - 1:00 PM	Private Appointment
4:00 PM - 4:30 PM	Private Appointment

October 9, 2023

All Day	Mark M vacation, Brian covering Please See Above
All Day	Thanksgiving Day
12:00 PM - 1:00 PM	Private Appointment

October 9, 2023 Continued

4:00 PM - 4:30 PM

Private Appointment

October 10, 2023

All Day

Mark M vacation, Brian covering

Please See Above

12:00 AM - 12:00 AM

Steph Vacation, Robyn acting

6:00 AM - 7:00 AM

DM Brown/M. Armitage/T. Patterson/M.Ty -- Teams Link Below

7:30 AM - 9:30 AM

DM | Penny | Mark | Martin | Ted | Eric | Marie -
Security Concern MS Teams

Intergovernmental Communications

Security Concern

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12:00 PM - 1:00 PM

FW: Oct 10/DM Challenge Round 1c -- Microsoft Teams Meeting

1:00 PM - 1:45 PM

FW: NPR All Chairs Meeting (Internal MOH) -- MS Teams

1:30 PM - 2:00 PM

Intergovernmental
Communications

Mark, Miranda, Sharon -- MST

2:00 PM - 3:00 PM

2:00 Joy/Dilson/David/Kevin/Mark/Melanie/Nicola/Bobbi -- Microsoft Teams Meeting

3:00 PM - 3:30 PM

Intergovernmental Communications; Security Concern

3:45 PM - 4:15 PM

Mark/Taj T. Base - Recommendation(s)

4:00 PM - 4:30 PM

Private Appointment

October 11, 2023

All Day

Mark M vacation, Brian covering

Please See Above

All Day

Steph Vacation, Robyn acting

Please See Above

10:00 AM - 10:30 AM

DM | Mark | Kerri

Intergovernmental Communications; Security Concern

10:30 AM - 11:00 AM

Intergovernmental Communications

Microsoft Teams Meeting

11:00 AM - 11:30 AM

Private Appointment

October 11, 2023 Continued

11:30 AM - 12:00 PM	Marie/Mark 1:1 -- teams/	Security Concern
12:00 PM - 12:30 PM	Rob, Mark, Miranda -- MST	Government Financial Information
12:30 PM - 1:00 PM	--	Intergovernmental Communications; Security Concern
1:00 PM - 1:30 PM	HEABC Funding, Mark, Miranda, Marie-Jose, Kevin	Security Concern
1:30 PM - 2:00 PM	PHHRCC Union Forum Kick-Off -- MS Teams	
2:00 PM - 3:00 PM	DM/Ted/Mark --	Security Concern
3:00 PM - 3:20 PM	Quick connect --	Government Financial Information; Security Concern
3:30 PM - 4:30 PM	Bi-Weekly: Michael Mark John -- MS Teams	

October 12, 2023

All Day	Mark M vacation, Brian covering	Please See Above
All Day	Steph Vacation, Robyn acting	Please See Above
8:45 AM - 9:00 AM	T. Base -- Microsoft Teams Meeting	
9:00 AM - 10:00 AM	Catch-Up -- Mark & Michael --	Government Financial Information; Security Concern
10:00 AM - 10:30 AM	Ryan/Mark 1:1 --	Security Concern
10:30 AM - 12:30 PM	NPR Executive Steering Committee Meeting -- Zoom Meeting (Link below)	
12:30 PM - 1:00 PM	DM Brown Mark Armitage	Advice/Recommendations; Security Concern
1:00 PM - 1:30 PM	Kevin/Mark 1:1 -- teams/Mark's office	
1:30 PM - 2:00 PM	Mark, Rob, Ena, Michael, Le Thuy -- MST	Intergovernmental Communications
2:00 PM - 2:30 PM	DM Brown/DM Della Mattia/Assoc DM Armitage/ADM Mason/ADM Sage/E. Berndt -- MS Teams	Security Concern

October 12, 2023 Continued

2:30 PM - 3:00 PM	eAps version 4 walk through, Mark, Miranda, Claire, Karen, Junko, Araya -- Microsoft Teams Meeting
3:00 PM - 3:30 PM	Relational Security/PSOs Update bi-weekly -- teams
3:30 PM - 4:00 PM	Linda/ Mark Armitage -- Microsoft Teams Meeting
4:00 PM - 4:30 PM	Private Appointment

October 13, 2023

12:00 AM - 12:00 AM	Mark M vacation, Brian covering Please See Above
12:00 AM - 12:00 AM	Steph Vacation, Robyn acting Please See Above
All Day	Karen Flex
All Day	Lorrie vacation, Vanessa covering
All Day	Mhairi Flex
8:00 AM - 9:00 AM	PCD/HSWBSD - OKR weekly touchbase -- Microsoft Teams Meeting
9:00 AM - 3:00 PM	VP's of HR Provincial Leadership Committee -- In person & via zoom (link provided below)
3:00 PM - 3:30 PM	Intergovernmental Communications · Microsoft Teams Meeting
4:00 PM - 4:30 PM	Mark/Ciro T. Base
5:30 PM - 6:30 PM	DM Mark Susan Diane Mayor Goertz - Discussion -- Government Financial Information; Security Concern

October 14, 2023

12:00 PM - 1:00 PM	Private Appointment
4:00 PM - 4:30 PM	Private Appointment

October 15, 2023

12:00 PM - 1:00 PM	Private Appointment
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October 15, 2023 Continued

4:00 PM - 4:30 PM

Private Appointment

October 16, 2023

12:00 AM - 12:00 AM

House in Session

7:45 AM - 8:00 AM

Karen/Mark 1:1 -- Security Concern

8:30 AM - 9:00 AM

DM and Associate DMs Weekly Meeting Security Concern Teams

9:00 AM - 10:00 AM

SET Weekly Business Meeting Security Concern Microsoft Teams Meeting

10:00 AM - 10:30 AM

DM | Mark | Ted -Rural Framework prebrief -- Security Concern

11:00 AM - 12:00 PM

HEU/MoH Quarterly, Meena, Mike, Barb, Mark, Ryan, Elaine -- MS Teams

12:00 PM - 1:00 PM

Private Appointment

1:00 PM - 2:00 PM

BCGEU/MoH Quarterly -- MS Teams

1:00 PM - 2:00 PM

Miranda/Mark 1:1

3:15 PM - 4:00 PM

Minister Whiteside Briefing Intergovernmental Communications MS Teams

4:00 PM - 5:00 PM

Intergovernmental Communications Maureen, Dermot, Cindy, Victoria, Ralph, Mark, Kevin, Ravi, Dean, Shanda -- Zoom link below

October 17, 2023

All Day

House in Session

Please See Above

7:30 AM - 8:00 AM

DM | David | Mark Intergovernmental Communications MS Teams

9:00 AM - 10:00 AM

LFP Working Group Membership / Direction

10:00 AM - 11:00 AM

QP

11:00 AM - 12:30 PM

Private Appointment

12:30 PM - 1:00 PM

Intergovernmental Communications

October 17, 2023 Continued

1:00 PM - 1:30 PM	FPSC Prep Call -- Zoom
3:00 PM - 3:30 PM	Michelle/Mark 1:1 -- Security Concern
3:30 PM - 4:00 PM	Space Planning -- Security Concern
4:00 PM - 4:30 PM	Cathy/Mark T. Base

October 18, 2023

All Day	House in Session Please See Above
7:30 AM - 8:00 AM	Mark Armitage w. Dr.. Belle -- Microsoft Teams Meeting
8:00 AM - 9:00 AM	MoH & Doctors of BC Advice/Recommendations Government Financial Information; Security Concern
9:00 AM - 9:30 AM	Ryan/Mark 1:1 -- Security Concern
9:30 AM - 10:00 AM	Claire/Mark 1:1 -- Security Concern
10:00 AM - 10:30 AM	Advice/Recommendations; Government Financial Information; Security Concern
11:00 AM - 12:00 PM	Nurse in Practice -- Government Financial Information; Security Concern
12:00 PM - 12:30 PM	All Staff Mtg Prep
12:30 PM - 1:00 PM	Private Appointment
1:00 PM - 1:30 PM	Health Care Aides (HCAs) -- Government Financial Information; Security Concern
1:30 PM - 3:00 PM	HSWBS All Staff -- Aud A & B/Teams
2:00 PM - 2:15 PM	DM/Jonathan/Mark/Matthew -- Security Concern
3:00 PM - 3:30 PM	Vaxx Ops Updates for Minister -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	Mike/Mark, Advice/Recommendations
4:00 PM - 4:30 PM	Mark-Michael -- Microsoft Teams Meeting

October 18, 2023 Continued

4:00 PM - 4:30 PM

Michael/Mark T. Base

October 19, 2023

12:00 AM - 12:00 AM

House in Session

Please See Above

12:00 AM - 12:00 AM

DM AWAY (Jonathan a /ADM) - October 19 - 20

8:00 AM - 9:00 AM

MoH & LR --

Intergovernmental Communications

9:00 AM - 9:30 AM

Steph/Mark 1:1 --

Security Concern

9:30 AM - 10:00 AM

LCQI Meeting -- Microsoft Teams Meeting

10:00 AM - 11:00 AM

Cliff 1259608-^s

Advice/Recommendation

11:00 AM - 12:00 PM

HOLD

12:00 PM - 1:00 PM

FW: Oct 19/DM Challenge Round 2b -- Microsoft Teams Meeting

1:00 PM - 1:30 PM

MTG:

Intergovernmental Communications

Microsoft Teams Meeting

1:30 PM - 2:00 PM

Kevin/Mark 1:1 -- teams/

Security Concern

2:30 PM - 3:00 PM

The Marks/Brian bi-weekly

3:00 PM - 4:00 PM

OH&S digital funding, Mark, Miranda, Michael, Shannon -- MST

4:00 PM - 4:30 PM

Marie/Mark 1:1 -- teams/

Security Concern

October 20, 2023

12:00 AM - 12:00 AM

DM AWAY (Jonathan a /ADM) - October 19 - 20

Please See Above

All Day

Michelle vacation

12:00 AM - 12:30 AM

p

8:00 AM - 8:30 AM

Government Financial Information

-- Microsoft Teams Meeting

October 20, 2023 Continued

8:30 AM - 9:00 AM

Jonathan | Ross | Mark | Steve | Ryan - Good Samaritan --

Security Concern

9:00 AM - 2:00 PM

FPSC Core Meeting - October 2023 --
Government Financial Information; Security Concern

12:00 PM - 12:45 PM

Intergovernmental Communications

-- Microsoft Teams Meeting

2:00 PM - 4:00 PM

HOLD

3:15 PM - 3:45 PM

Minister call -

Government Financial Information; Security Concern

(Minister to Moderate)

4:00 PM - 4:30 PM

Private Appointment

October 21, 2023

12:00 PM - 1:00 PM

Private Appointment

4:00 PM - 4:30 PM

Private Appointment

October 22, 2023

12:00 PM - 1:00 PM

Private Appointment

4:00 PM - 4:30 PM

Private Appointment

October 23, 2023

12:00 AM - 12:00 AM

House in Session

7:45 AM - 8:00 AM

Karen/Mark 1:1 --

Security Concern

8:00 AM - 8:15 AM

FPSC Discussion -- MS Teams

8:30 AM - 9:00 AM

DM and Associate DMs Weekly Meeting --

Security Concern

9:00 AM - 10:00 AM

SET Weekly Business Meeting

Security Concern

Microsoft Teams Meeting

10:00 AM - 10:30 AM

APP, Mark, Marie, Rory

October 23, 2023 Continued

10:30 AM - 11:00 AM	Mark/Ray/Kevin T. Base
11:00 AM - 12:00 PM	Attachment Management Executive Steering Committee -- TEAMS
11:00 AM - 11:45 AM	NPR All Chairs Meeting (Internal MOH) -- MS Teams
11:45 AM - 12:15 PM	Mark/Kelly T. Base -- Microsoft Teams Meeting
12:15 PM - 1:00 PM	Intergovernmental Communications
1:00 PM - 2:00 PM	Miranda/Mark 1:1 -- Security Concern
2:00 PM - 2:30 PM	Intergovernmental Communications Mark, Miranda, Zac -- MST
3:00 PM - 3:30 PM	Intergovernmental Communications Mark, Kev, Jess -- Microsoft Teams Meeting
3:30 PM - 4:30 PM	CUPE/MoH Quarterly, Troy, Dave, Mark, Kristy, Eugene, Ryan, Zac, Elaine -- MS Teams
4:30 PM - 6:00 PM	Security Concern
4:30 PM - 5:30 PM	Helijet flight 720 dep Vic @ 6:00 -- Government Financial Information; Security Concern

October 24, 2023

All Day	House in Session	Please See Above
8:30 AM - 4:00 PM	SAVE-THE-DATE: FPSC Primary Care Partners Event --	Security Concern
12:00 PM - 1:00 PM	Private Appointment	
2:00 PM - 2:45 PM	Intergovernmental Communications	- Microsoft Teams Meeting
4:00 PM - 4:30 PM	Private Appointment	
4:30 PM - 5:30 PM	Helijet flight 719 dep Van @ 5:00 --	Security Concern
8:00 PM - 9:00 PM	Government Financial Information; Intergovernmental Communications; Security Concern	

October 25, 2023

All Day	House in Session	Please See Above
7:30 AM - 8:00 AM	Mike/Mark	
8:00 AM - 8:30 AM	T Base	
8:00 AM - 8:25 AM	touch base - MS Teams link -- Microsoft Teams Meeting	
9:00 AM - 10:00 AM	HSA/MoH Quarterly, Jeanne, Kane, Nora, Mark, Ryan, Elaine -- MS Teams	
10:30 AM - 11:00 AM	DM Brown Mark Ciro Ronald ^{Advice/Recommendation} -s MS Teams	
11:00 AM - 11:30 AM	FW: LTC- HA Finance Leads Working Group -- Microsoft Teams Meeting	
11:30 AM - 12:30 PM	Advice/Recommendations; Security Concern	
12:30 PM - 1:00 PM	Private Appointment	
1:00 PM - 2:00 PM	LFP Model presentation for OCT MSC -- ^{Security Concern}	MS Teams
2:00 PM - 2:45 PM	DM D. Price Mark - Discussion -- MS Teams	
3:00 PM - 4:00 PM	HSWBS Monthly Budget Review -- Teams	
3:30 PM - 4:00 PM	Intergovernmental Communications -- MS Teams	
4:00 PM - 5:45 PM	Long Service Award Pre-Ceremony Reception -- ^{Security Concern} ^{Security Concern}	
4:05 PM - 4:30 PM	WLF check-in -- Microsoft Teams Meeting	

October 26, 2023

12:00 AM - 12:00 AM	House in Session	Please See Above
7:00 AM - 8:00 AM	Advice/Recommendations; Government Financial Information; Security Concern	
8:00 AM - 9:00 AM	MoH & Physician Services -- Government Financial Information; Security Concern	

October 26, 2023 Continued

9:00 AM - 2:30 PM	PMSEC 26th Oct 9am - In Person -- Security Concern
12:00 PM - 1:15 PM	BCNU/MoH Meeting - Intergovernmental Communications; Security Concern Security Concern
2:30 PM - 3:00 PM	Mark/Cathy T. Base -- Microsoft Teams Meeting
3:00 PM - 3:30 PM	The Marks/Murial
3:30 PM - 4:00 PM	Ryan/Mark 1:1 -- Security Concern
4:00 PM - 4:30 PM	Private Appointment

October 27, 2023

All Day	Karen Flex
All Day	Marie vacation, Niya acting
All Day	Mhairi Flex
7:30 AM - 8:00 AM	DM Mark -DM to call Mark
8:00 AM - 9:00 AM	PCD/HSWBSD - OKR weekly touchbase -- Microsoft Teams Meeting
9:00 AM - 11:00 AM	Private Appointment
11:00 AM - 12:00 PM	Intergovernmental Communications
12:00 PM - 12:30 PM	Intergovernmental Communications -- Microsoft Teams Meeting
12:30 PM - 1:30 PM	12:30 Joy/Dilson/David/Kevin/Mark/Jessica/Melanie/Nicola/Bobbi -- Microsoft Teams Meeting
1:30 PM - 2:00 PM	Intergovernmental Communications MS Teams
2:00 PM - 2:30 PM	FNLG 2023 Briefing, Mark, Diana, Raj -- MST
2:30 PM - 3:00 PM	Mark/Sam T. Base - Advice/Recommendations
3:00 PM - 3:30 PM	Updated invitation: TELUS / MOH touchbase @ Fri Oct 27, 2023 3pm - 3:30pm (PDT) (mark.armitage@gov.bc.ca) -- Security Concern

October 27, 2023 Continued

3:30 PM - 4:00 PM Kevin/Mark 1:1 -- Security Concern

4:00 PM - 6:00 PM Private Appointment

4:30 PM - 5:00 PM Intergovernmental Communications Security Concern -- ,

October 28, 2023

12:00 PM - 1:00 PM Private Appointment

4:00 PM - 4:30 PM Private Appointment

October 29, 2023

12:00 PM - 1:00 PM Private Appointment

4:00 PM - 4:30 PM Private Appointment

October 30, 2023

12:00 AM - 12:00 AM House in Session

All Day Mark M vacation, Kathy acting

7:45 AM - 8:00 AM Karen/Mark 1:1 -- Security Concern

8:30 AM - 9:00 AM DM and Associate DMs Weekly Meeting -- Security Concern

9:00 AM - 11:00 AM DM | Mark | Ted - Discussion -- Security Concern

11:00 AM - 11:45 AM NPR All Chairs Meeting (Internal MOH)

11:45 AM - 12:00 PM Jeanne/Mark T. Base

12:00 PM - 12:30 PM DM | Mark | Mitch | Miranda - Pharmacy Technicians

12:30 PM - 12:45 PM Intergovernmental Communications

1:00 PM - 2:00 PM Billie-Jo, Mark, Miranda -- Security Concern

October 30, 2023 Continued

1:00 PM - 2:00 PM	Miranda/Mark 1:1 -- Teams/ Security Concern
2:00 PM - 2:30 PM	Raj/Mark, FNLG 2023 Nov 2 & 3
2:30 PM - 3:30 PM	Simon Fraser University (SFU) & Ministry of health (MoH) Senior Leadership In-Person Mtg -- Security Concern Victoria; check-in with security at 2.15 Security Concern
3:30 PM - 4:00 PM	The Mark's 1:1
4:00 PM - 4:30 PM	Private Appointment
4:30 PM - 5:15 PM	ESA Sick Leave -- MS Teams

October 31, 2023

All Day	House in Session Please See Above
8:00 AM - 9:00 AM	Recruitment Summit Planning -- MST/Mark's MTR
9:00 AM - 12:00 PM	Primary Care Compensation Working Group -- Government Financial Information; Security Concern
12:00 PM - 12:45 PM	Intergovernmental Communications; Security Concern
12:45 PM - 1:00 PM	David/Mark -- MST
1:00 PM - 1:30 PM	Steph/Mark 1:1
1:30 PM - 2:00 PM	EOB - Vested Relationship Survey -- Microsoft Teams Meeting
3:00 PM - 4:00 PM	Advice/Recommendations MS Teams - link in meeting invite
4:00 PM - 4:15 PM	NPR Steering Committee - Agenda Prep -- Microsoft Teams Meeting
4:20 PM - 4:50 PM	Debrief -- Microsoft Teams Meeting