

December 1, 2023

All Day

Sign-off Time and Leave

8:00 AM - 5:00 PM

Vacation

December 4, 2023

8:00 AM - 5:00 PM

Vacation

December 5, 2023

8:00 AM - 5:00 PM

Vacation

December 6, 2023

8:00 AM - 4:00 PM

Vacation

December 7, 2023

8:00 AM - 5:00 PM

Vacation

December 8, 2023

8:00 AM - 5:00 PM

Vacation

December 11, 2023

10:00 AM - 11:00 AM

Shauna/Hayden re Bi-weekly Mtg and vacation handover

11:30 AM - 12:00 PM

DM Meeting: DMCDD Project Assurance Briefing

1:00 PM - 1:30 PM

DM Briefing - Mobile Outreach - DM/Sheila/Adriana

December 11, 2023 Continued

1:30 PM - 2:30 PM Bi-weekly: Shauna & CJ (James attending first 15 minutes of meeting)

2:30 PM - 4:30 PM CITZ Executive Committee

December 12, 2023

9:00 AM - 9:30 AM Bi-Weekly Touch base: Shauna/Deb

10:30 AM - 11:30 AM Bi-weekly: Shauna & Holly

11:30 AM - 12:00 PM DM Skip Level Mtg - Chris Seltenrich

12:00 PM - 12:30 PM Touch base with Shauna Brouwer/Lori MacDonald

1:00 PM - 2:00 PM Bi-weekly: Shauna & Charmaine

2:00 PM - 2:30 PM Quarterly Skip Level Mtg: Shauna and Rebecca Guthrie

3:30 PM - 4:15 PM Bi-weekly: Shauna & Susan

December 13, 2023

9:00 AM - 9:30 AM Shauna and Jeannette Touchbase

10:00 AM - 10:45 AM Weekly: Shauna & Walter

December 13, 2023 Continued

11:00 AM - 11:30 AM DM Skip-level Mtg - Tamara Romanova

1:00 PM - 2:00 PM DMC-DREM

2:00 PM - 2:30 PM DM Skip-level Mtg - Amanda Clark

2:30 PM - 2:45 PM OCIO Budget Update

3:00 PM - 3:30 PM Weekly: Shauna & Vivian --

December 14, 2023

9:00 AM - 10:00 AM MINISTER: Roundtable

10:00 AM - 10:30 AM MINISTER / DM Touchbase

11:00 AM - 11:45 AM Shauna, Krista & Courtney Touchbase

1:00 PM - 4:30 PM In-person AI session for Corporate Executive

2:30 PM - 4:00 PM Personal Information

December 15, 2023

9:30 AM - 11:30 AM DMC

12:00 PM - 1:00 PM lunch

1:00 PM - 1:30 PM DM Briefing: Special Mgmt Comp Adjustment

December 15, 2023 Continued

2:30 PM - 3:00 PM

Silas/Shauga/Vincent/Walter

3:00 PM - 4:00 PM

Bi-weekly: Shauna & Alex

December 18, 2023

8:00 AM - 5:00 PM

Personal Information

December 19, 2023

10:30 AM - 11:00 AM

Cabinet Confidences

11:00 AM - 11:30 AM

Monthly: Shauna, Alex and Stuart (Mtg series end Dec 18/23) --

11:30 AM - 12:00 PM

Deputy's Chat | Shauna & Renu (CITZ/ MPBSD)

1:30 PM - 2:30 PM

Bi-weekly: Shauna & Sunny

2:30 PM - 3:15 PM

Bi-weekly: Shauna & Teri

December 20, 2023

9:00 AM - 10:00 AM

Bi-weekly: Shauna & Walter

10:00 AM - 11:00 AM

Bi-weekly: Shauna & Sheila

1:30 PM - 2:00 PM

DM Skip Level Mtg - David Padgett

December 20, 2023 Continued

2:30 PM - 3:00 PM

Shauna and Jeannette Touchbase

December 21, 2023

9:00 AM - 9:30 AM

PDP discussion with KT

9:30 AM - 10:15 AM

DM Briefing: Universal Washroom Strategy --Security Concern

11:30 AM - 12:00 PM

Meeting: Jennifer Anholt, Beth Collins, Melissa Thickens, Shauna, Deb

2:00 PM - 2:30 PM

Virtual Coffee - Shauna/Tasha

3:00 PM - 3:15 PM

Handoff: Shauna & Alex

December 25, 2023

8:00 AM - 5:00 PM

Stat Holiday

December 26, 2023

8:00 AM - 5:00 PM

Stat Holiday

December 27, 2023

8:30 AM - 4:30 PM

Vacation

December 28, 2023

8:30 AM - 4:30 PM

Vacation

December 28, 2023 Continued

December 29, 2023

All Day	Sign-off Time and Leave
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8:30 AM - 4:30 PM	Vacation
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