

December 1, 2023

9:30 AM - 12:00 PM	DMC
12:20 PM - 1:20 PM	Private Appointment
2:00 PM - 3:00 PM	PPS Team Mtg -- Government Financial Information; Security Concern
3:00 PM - 3:45 PM	Prep for the Monday Agenda/Issues Meeting

December 4, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams
11:30 AM - 12:00 PM	TEAMS Redesign Governance Committee -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Team Huddle -- Microsoft Teams Meeting / Security Concern
2:30 PM - 3:00 PM	Connection Centre - DTES -- Security Concern

December 5, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
10:00 AM - 10:30 AM	Donna Sanford & Matt Smith -- MS Teams
11:00 AM - 11:30 AM	Donna/Laurie/Gord -- Microsoft Teams Meeting
12:00 PM - 1:30 PM	Private Appointment
3:45 PM - 5:00 PM	Weekly Briefing -- Teams/In person

December 6, 2023

8:00 AM - 8:30 AM

Shannon/Donna

8:30 AM - 9:00 AM

8:30 Meeting -- Microsoft Teams Meeting

9:00 AM - 12:00 PM

Cabinet

Cabinet Dec 6 Microsoft Teams meeting

Join on your computer, mobile app or room device

Government Financial Information; Security Concern

1:00 PM - 1:30 PM

Donna/Laurie

4:30 PM - 5:00 PM

Meeting: Shannon and Donna Re: Bi-weekly check-in -- Security Concern

Teams

December 7, 2023

9:15 AM - 9:30 AM

Donna/Jess -- MS Teams

11:45 AM - 12:00 PM

Follow up PPT -- Government Financial Information; Security Concern

1:30 PM - 2:00 PM

Donna/Rosa/Meghan -- MSTeams

2:00 PM - 3:45 PM

PP (MS Teams Only)

December 8, 2023

9:30 AM - 10:00 AM

B2024 - check in -- Microsoft Teams Meeting

10:10 AM - 10:25 AM

Donna/Rosa -- Microsoft Teams Meeting

10:30 AM - 11:00 AM

Retreat Planning -- MS Teams

11:00 AM - 11:30 AM

Bi-Wkly PPS/Maya -- Teams Only

December 8, 2023 Continued

1:30 PM - 1:45 PM	Private Appointment
2:00 PM - 3:00 PM	PPS Team Mtg -- Microsoft Teams Meeting / Security Concern
3:00 PM - 3:45 PM	Prep for the Monday Agenda/Issues Meeting -- Teams

December 11, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams
11:15 AM - 11:45 AM	Pre-brief: B2024 Security Concern & Teams
1:00 PM - 1:30 PM	Team Huddle -- Microsoft Teams Meeting / Security Concern
1:50 PM - 2:00 PM	Meet and Greet: Pride at Work program (15 min) -- Security Concern
2:45 PM - 4:00 PM	Weekly Briefing -- MS Teams
4:00 PM - 4:30 PM	TEAMS Redesign Update -- Microsoft Teams Meeting

December 12, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
9:00 AM - 9:30 AM	Donna/Neil/JM/Brianna -- MS Teams
9:30 AM - 10:00 AM	Maya and Donna -- Microsoft Teams Meeting
10:00 AM - 10:30 AM	Donna/Andrea

December 12, 2023 Continued

11:30 AM - 12:00 PM	Meeting: Spring Session -- Security Concern
2:00 PM - 2:30 PM	Huddle re: retrofit agency -- Microsoft Teams Meeting
2:30 PM - 3:00 PM	Donna/Alexei
3:00 PM - 3:30 PM	Agenda Planning -- Microsoft Teams Meeting / Security Concern
3:30 PM - 4:00 PM	Donna/JM -- Microsoft Teams Meeting
4:30 PM - 5:00 PM	Rosa / Meghan / Donna -- Microsoft Teams Meeting

December 13, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
9:00 AM - 10:15 AM	Cabinet
11:00 AM - 11:30 AM	Donna/Laurie
1:00 PM - 1:30 PM	Meeting: Shannon, Jess and Donna -- MS teams
2:00 PM - 2:45 PM	TEAMS REDESIGN - Agile Team Sprint Demo #1 -- MS TEAMS
3:00 PM - 3:30 PM	Donna/Rosa

December 14, 2023

All Day	Donna - vacation day
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December 14, 2023 Continued

10:30 AM - 11:00 AM Planning -- Microsoft Teams Meeting

December 15, 2023

9:30 AM - 11:30 AM DMC Security Concern Teams

11:30 AM - 12:00 PM Donna/Maya -- Security Concern

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

1:30 PM - 2:00 PM Donna, Andrea & Mary Sue -- Teams

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

4:00 PM - 4:30 PM B2024 check in --

5:30 PM - 11:59 PM Private Appointment

December 18, 2023

8:30 AM - 9:00 AM 8:30 Meeting -- MSTeams

9:30 AM - 10:30 AM Agenda/PPS Weekly Meeting -- Teams

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

2:45 PM - 4:00 PM Weekly Briefing -- Teams/In person

December 19, 2023

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

December 19, 2023 Continued

9:00 AM - 9:30 AM	Monthly check-in: Donna Sanford -- MS Teams
11:00 AM - 11:15 AM	Private Appointment
2:30 PM - 3:00 PM	Check-in: SA Penny Ballem ^{Security Concern} & Teams
3:30 PM - 4:00 PM	B2024 check in --
4:00 PM - 4:30 PM	TEAMS Redesign Governance Committee -- Microsoft Teams Meeting

December 20, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
10:00 AM - 10:30 AM	Meghan/Rosa/Donna -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	Meeting: Shannon, Donna S and Andrea M -- MS teams
2:00 PM - 2:45 PM	TEAMS REDESIGN - Agile Team Sprint Demo #2 -- MS TEAMS (Link to be provided shortly)
4:30 PM - 5:00 PM	Meeting: Shannon and Donna Re: Bi-weekly check-in -- ^{Security Concern} Teams

December 21, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
10:30 AM - 11:00 AM	Donna/Marie -- Microsoft Teams Meeting
11:00 AM - 12:00 PM	PPS Team Mtg -- Microsoft Teams Meeting / ^{Security Concern}

December 22, 2023

12:00 AM - 12:00 AM

Donna: Vacation (Dec 22 - Jan 3)

December 23, 2023

All Day

Donna: Vacation (Dec 22 - Jan 3)

Please See Above

December 24, 2023

All Day

Donna: Vacation (Dec 22 - Jan 3)

Please See Above

December 25, 2023

All Day

Donna: Vacation (Dec 22 - Jan 3)

Please See Above

All Day

STAT - CHRISTMAS DAY

December 26, 2023

All Day

Donna: Vacation (Dec 22 - Jan 3)

Please See Above

All Day

STAT - BOXING DAY

December 27, 2023

All Day

Donna: Vacation (Dec 22 - Jan 3)

Please See Above

December 28, 2023

All Day

Donna: Vacation (Dec 22 - Jan 3)

Please See Above

December 29, 2023

All Day

Donna: Vacation (Dec 22 - Jan 3)

Please See Above

December 29, 2023 Continued

6:00 PM - 9:00 PM Private Appointment

December 30, 2023

All Day Donna: Vacation (Dec 22 - Jan 3)
Please See Above

December 31, 2023

All Day Donna: Vacation (Dec 22 - Jan 3)
Please See Above