

January 1, 2024

All Day

Donna: Vacation (Dec 22 - Jan 3)

All Day

STAT - NEW YEARS DAY

January 2, 2024

All Day

Donna: Vacation (Dec 22 - Jan 3)

Please See Above

January 3, 2024

12:00 AM - 12:00 AM

Donna: Vacation (Dec 22 - Jan 3)

Please See Above

January 4, 2024

9:30 AM - 10:00 AM

Donna/Laurie

11:00 AM - 11:25 AM

check-in -- Microsoft Teams Meeting

January 5, 2024

7:00 AM - 7:15 AM

Private Appointment

9:00 AM - 9:45 AM

Check-in -- HQ or Microsoft Teams Meeting

11:30 AM - 12:00 PM

Spring 24 leg briefings -- Microsoft Teams Meeting

1:00 PM - 1:30 PM

Bi-Wkly PPS/Maya -- MS Teams only

2:00 PM - 3:00 PM

PPS Team Mtg -- Microsoft Teams Meeting / Security Concern

January 8, 2024

8:30 AM - 9:00 AM

8:30 Meeting -- MS Teams Meeting

January 8, 2024 Continued

9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams
10:45 AM - 11:15 AM	Donna/Naveen -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	Team Huddle -- Microsoft Teams Meeting / Security Concern
1:00 PM - 1:30 PM	TEAMS Redesign Governance Committee -- Microsoft Teams Meeting

January 9, 2024

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
9:00 AM - 9:30 AM	9:00 CAS & PPS Review and Finalize PPT Deck for Shannon S. --Security Concern & Teams link provided
10:00 AM - 10:15 AM	Meghan/Andrea/Donna -- Microsoft Teams Meeting
10:30 AM - 10:55 AM	next steps discussion -- Microsoft Teams Meeting
11:00 AM - 11:30 AM	Leg briefings -- Microsoft Teams Meeting
3:00 PM - 4:15 PM	Weekly Briefing -- Teams/In person

January 10, 2024

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
9:00 AM - 11:30 AM	Cabinet
12:30 PM - 1:30 PM	PPS Planning -- Microsoft Teams Meeting / Security Concern
2:00 PM - 3:30 PM	PP (MS Teams only)

January 10, 2024 Continued

3:30 PM - 3:45 PM Donna/George -- Donna to call George

January 11, 2024

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

11:00 AM - 12:00 PM Check-in -- HQ or Microsoft Teams Meeting

1:00 PM - 2:00 PM Budget 2024 Communications Steering Committee -- TEAMS or Government Financial Information; Security Concern

3:30 PM - 4:00 PM Donna / Meghan / Rosa re cabinet planning

January 12, 2024

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

10:00 AM - 10:30 AM Discussion: B2024 Security Concern Teams

11:30 AM - 1:00 PM DMC Lunch w/Her Honour, Lieutenant Governor Janet Austin -- Security Concern

2:15 PM - 3:00 PM PPS Team Mtg -- Microsoft Teams Meeting / Security Concern

January 15, 2024

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

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

10:45 AM - 11:00 AM TEAMS Redesign Quick Connect -- Microsoft Teams Meeting

11:30 AM - 12:00 PM Team Huddle -- Microsoft Teams Meeting / Security Concern

January 15, 2024 Continued

1:00 PM - 1:30 PM	PO Legislation check-in -- MS Teams
2:00 PM - 2:30 PM	PPS Briefing: Cabinet retreat ^{Security Concern} Teams
3:00 PM - 4:15 PM	Weekly Briefing -- Teams/In person

January 16, 2024

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
11:00 AM - 11:30 AM	Donna/JM
12:30 PM - 1:00 PM	Trevor/Donna/Jess -- MS Teams
3:00 PM - 3:45 PM	Check-in -- HQ or Microsoft Teams Meeting
4:00 PM - 4:30 PM	PPS/Paul - Update on Research -- Microsoft Teams Meeting

January 17, 2024

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
10:00 AM - 10:30 AM	Budget check in -- Microsoft Teams Meeting
11:10 AM - 11:30 AM	Donna/Laurie -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	Kelly/Donna -- Microsoft Teams Meeting
12:00 PM - 12:30 PM	Donna/Laurie -- Microsoft Teams Meeting
1:45 PM - 2:00 PM	Donna/Laurie -- Microsoft Teams Meeting

January 17, 2024 Continued

3:30 PM - 4:00 PM	PO check-in - Security Concern Teams
4:10 PM - 4:25 PM	Debrief -- Microsoft Teams Meeting

January 18, 2024

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
9:00 AM - 9:30 AM	Pre-brief: B2024 - Security Concern & Teams
12:00 PM - 12:30 PM	Monthly check-in: Donna Sanford -- MS Teams
2:00 PM - 2:30 PM	SDPR feedback -- Microsoft Teams Meeting
2:45 PM - 3:00 PM	Donna/Laurie -- Microsoft Teams Meeting
4:15 PM - 4:45 PM	Meghan / Rosa / Donna -- Microsoft Teams Meeting

January 19, 2024

7:00 AM - 7:15 AM	Private Appointment
8:30 AM - 9:00 AM	Aileen/Donna check in -- Microsoft Teams Meeting
11:15 AM - 11:30 AM	Donna/Laurie -- Microsoft Teams Meeting
11:45 AM - 12:00 PM	11:45 FINAL PREP For Jan. 22 Planning Process Discussion Shannon -- Teams
1:00 PM - 1:15 PM	Donna & Matt -- MS Teams
1:30 PM - 2:00 PM	PPS Team Mtg -- Microsoft Teams Meeting / Security Concern

January 22, 2024

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
3:15 PM - 4:15 PM	Weekly Briefing -- Teams/In person
8:00 PM - 8:30 PM	Roles and Prep -- In person, <small>Security Concern</small>

January 23, 2024

12:00 AM - 12:00 AM	Private Appointment
5:15 PM - 5:45 PM	Meeting: Shannon, Donna S and Andrea Mercer -- MS teams

January 24, 2024

12:00 AM - 12:00 AM	Private Appointment	Please See Above
---------------------	---------------------	------------------

January 25, 2024

10:30 AM - 10:55 AM	Rosa/Donna -- In person or Microsoft Teams Meeting
11:30 AM - 12:00 PM	Donna/Allison -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Donna/Laurie
2:30 PM - 3:00 PM	DM Mtg Population Working Group (Donna) -- MS Teams
3:30 PM - 4:15 PM	MDM/DS -- <small>Security Concern</small>
4:30 PM - 4:45 PM	Donna/JM -- Phone call

January 26, 2024

5:45 AM - 12:00 AM	Private Appointment
6:30 AM - 12:00 AM	Private Appointment
9:30 AM - 11:30 AM	DMC -Security Concern Teams
11:45 AM - 12:00 PM	Check In - Donna Sanford, Adria Fradley & Jeremy Hewitt -- MS Teams
2:00 PM - 3:00 PM	PPS Team Mtg -- Microsoft Teams Meeting / Security Concern
4:15 PM - 4:30 PM	Call Donna -- Shannon to call Donna Security Concern

January 27, 2024

All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above

January 28, 2024

All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above

January 29, 2024

All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above
12:00 AM - 12:00 AM	Private Appointment	
8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting	
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams	

January 29, 2024 Continued

11:30 AM - 12:00 PM **Team Huddle** -- Government Financial Information; Security Concern

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

January 30, 2024

All Day **Private Appointment** **Please See Above**

All Day **Private Appointment** **Please See Above**

All Day **Private Appointment** **Please See Above**

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

9:00 AM - 1:00 PM **Leading Together (Bands 4-6) -- Security Concern**

11:45 AM - 12:00 PM **Various Climate / NR Files Touch Base**

1:00 PM - 2:15 PM **Weekly Briefing -- Teams**

January 31, 2024

All Day **Private Appointment** **Please See Above**

All Day **Private Appointment** **Please See Above**

All Day **Private Appointment** **Please See Above**

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

9:00 AM - 11:00 AM **Cabinet**

11:00 AM - 11:15 AM **Invite: 2023 PECSF Campaign Virtual Recognition Event -- MS Teams**

11:15 AM - 12:00 PM **Briefing: Spring Legislation** Security Concern **Teams**

January 31, 2024 Continued

2:00 PM - 4:00 PM	PP
4:15 PM - 4:45 PM	DM Mtg DMC on Population Growth (Donna, Hayden, Rosa) -- MS Teams