

## February 1, 2024

All Day	Private Appointment
All Day	Private Appointment
All Day	Private Appointment
8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
2:00 PM - 3:00 PM	Virtual town hall on emergency management -- Teams Live Event (Link to join enclosed)
3:00 PM - 3:30 PM	Meeting: Shannon S, Heather W, Jessica P, Marie DM, Christina Z, Donna S, Okenge, Teri C, Stephen B, Bobbi P, Shauna B and Allison B -- Teams

## February 2, 2024

All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above
All Day	Private Appointment	Please See Above
2:00 PM - 3:00 PM	PPS Team Mtg -- Microsoft Teams Meeting / Security	

## February 3, 2024

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

## February 4, 2024

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

## February 4, 2024 Continued

All Day	Private Appointment	Please See Above
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## February 5, 2024

All Day	Private Appointment	Please See Above
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All Day	Private Appointment	Please See Above
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All Day	Private Appointment	Please See Above
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8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
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9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams
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1:00 PM - 1:30 PM	Team Huddle -- Teams
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1:30 PM - 2:00 PM	Meeting: Doug C, Maya, Donna S and Andrea M -- MS teams/
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## February 6, 2024

All Day	Private Appointment	Please See Above
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All Day	Private Appointment	Please See Above
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All Day	Private Appointment	Please See Above
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8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
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9:00 AM - 12:00 PM	In-person Corporate Executive quarterly meeting -- Security Concern Security Concern
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1:00 PM - 1:15 PM	Will/Donna
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4:20 PM - 5:20 PM	Weekly Briefing -- Teams
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## February 7, 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 - 12:00 PM	Cabinet	
12:15 PM - 12:45 PM	Don, Gilbert, Donna -- Microsoft Teams Meeting	
1:30 PM - 2:00 PM	Quick Huddle -- Microsoft Teams Meeting	
2:00 PM - 2:45 PM	TEAMS Redesign - Sprint Demo & Review -- Microsoft Teams Meeting	

## February 8, 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 - 9:15 AM	Private Appointment	
9:15 AM - 10:00 AM	Speaker Series: AI ethics for Corporate Executive -- Microsoft Teams Meeting	
10:00 AM - 10:15 AM	Donna/Carolyn -- Microsoft Teams Meeting	
11:00 AM - 11:30 AM	David/Emily/Jessica/ et al, Re Advice/Recommendations; Cabinet Confidences	Security Concern
11:30 AM - 11:55 AM	Rosa/Donna	
3:30 PM - 4:00 PM	Meeting: Shannon and Donna Re: Bi-weekly check-in -- Shannon to call Donna's cell	Personal

## February 8, 2024 Continued

## February 9, 2024

12:00 AM - 6:00 AM	Private Appointment	Please See Above
12:00 AM - 6:45 AM	Private Appointment	Please See Above
12:00 AM - 12:00 AM	Private Appointment	Please See Above
9:30 AM - 11:30 AM	DMC --Security /Teams	
2:00 PM - 3:00 PM	PPS Team mtg -- Security	

## February 12, 2024

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams
11:30 AM - 12:00 PM	Team huddle -- MS Teams only
1:00 PM - 1:30 PM	TEAMS Redesign Governance Committee -- Microsoft Teams Meeting
2:00 PM - 2:30 PM	Robert and Donna Virtual Coffee -- Microsoft Teams Meeting

## February 13, 2024

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
1:30 PM - 2:00 PM	Donna/JM
2:00 PM - 3:00 PM	Donna/Rosa

## February 13, 2024 Continued

3:00 PM - 3:30 PM

Donna/Laurie

3:30 PM - 4:30 PM

Weekly Briefing -- Teams/In person

## February 14, 2024

8:30 AM - 9:00 AM

8:30 Meeting -- MS Teams Meeting

9:00 AM - 10:30 AM

Cabinet

11:30 AM - 12:00 PM

Donna/Andrea -- In person

2:00 PM - 2:30 PM

Donna/Naveen -- MS Teams

2:30 PM - 3:00 PM

Donna/Meghan -- Microsoft Teams Meeting

3:00 PM - 3:30 PM

Meeting: Doug C, Maya, Tara R, Donna S, Andrea M -- MS teams

3:30 PM - 4:00 PM

3:30 | Planning Process Discussion -- Teams

4:30 PM - 5:00 PM

Meeting: Shannon and Donna Re: Bi-weekly check-in -- Shannon's to call Donna's cell Personal Information

## February 15, 2024

8:30 AM - 9:00 AM

8:30 Meeting -- MS Teams Meeting

9:30 AM - 10:00 AM

Kelly/Donna

10:30 AM - 11:00 AM

Donna/Alexei -- Microsoft Teams Meeting

## February 15, 2024 Continued

11:00 AM - 11:30 AM	Donna/Rosa
2:00 PM - 3:15 PM	PP -- MSTEAM only
3:15 PM - 4:15 PM	Budget 2024 Communications Steering Committee -- Teams or Security Concern

## February 16, 2024

9:00 AM - 10:00 AM	PPS Planning -- MS Teams /Security Concern
10:15 AM - 10:30 AM	Private Appointment
11:00 AM - 11:30 AM	Donna/Karen -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Touchbase -- Microsoft Teams Meeting
1:30 PM - 2:00 PM	Monthly: PPS/Maya -- Microsoft Teams Meeting / Security
2:00 PM - 3:00 PM	PPS Team Mtg -- Microsoft Teams Meeting ,Security
3:00 PM - 3:45 PM	Prep for the Monday Agenda/Issues Meeting
4:00 PM - 4:30 PM	JM/Donna/Neil/Brianna -- Microsoft Teams Meeting

## February 19, 2024

All Day	STAT - FAMILY DAY
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## February 20, 2024

All Day	Speech from the Throne
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## February 20, 2024 Continued

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams
12:30 PM - 1:00 PM	Team Huddle -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Donna/Alexei -- MS Teams
3:30 PM - 4:45 PM	Weekly Briefing --Security Concern Teams
5:30 PM - 7:30 PM	Reception: Throne speech -- Security Concern

## February 21, 2024

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
9:00 AM - 12:00 PM	Cabinet
2:00 PM - 2:30 PM	Donna/Elizabeth
4:00 PM - 4:30 PM	Monthly check-in: Donna Sanford --Security Concern

## February 22, 2024

8:00 AM - 9:00 AM	Cabinet
2:00 PM - 2:15 PM	David/Donna/Maya -- MS Teams

## February 23, 2024

9:30 AM - 11:30 AM	DMC --Security Concern Teams
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## February 23, 2024 Continued

1:15 PM - 1:30 PM	Video Orientation & Onsite Access
1:30 PM - 2:00 PM	Don / Meghan / Donna re future policy -- Microsoft Teams Meeting
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

## February 26, 2024

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams
12:45 PM - 1:00 PM	Leg Lists -- MS Teams
1:00 PM - 1:30 PM	Team Huddle -- Microsoft Teams Meeting / Security Concern
1:30 PM - 2:30 PM	Ad-hoc DMC - Human Resources Update -- Microsoft Teams Meeting
2:30 PM - 3:45 PM	Weekly Briefing Security Teams

## February 27, 2024

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
11:30 AM - 11:45 AM	Donna/Megan -- MS Teams
1:00 PM - 1:30 PM	Kevin/Donna/Jeremy/Maya -- MS Teams
2:00 PM - 2:30 PM	Donna/Naveen -- Microsoft Teams Meeting



**February 28, 2024**

8:30 AM - 9:00 AM	8:30 Meeting -- MS Teams Meeting
9:00 AM - 12:00 PM	Cabinet
2:00 PM - 2:30 PM	Donna/Laurie -- Microsoft Teams Meeting
3:00 PM - 3:30 PM	Donna/Tim/Sarah/Naveen/Heather -- MS Teams
3:30 PM - 3:55 PM	Meeting: Shannon and Donna Re: Bi-weekly check-in -- Shannon to call Donna's cell Personal Information

**February 29, 2024**

2:00 PM - 4:00 PM	PP
6:00 PM - 8:00 PM	Private Appointment