

May 1, 2024

All Day	Jen Holidays (April 22- May 5)/ Melissa O covering April 22-May 1; Anne-Mette covering May 2-3
12:00 AM - 12:00 AM	Amanda Away May 1-14 (Sean L A/ADM)
8:00 AM - 8:30 AM	PDE & PSP GEO Update -- ^{Security Concern}
9:00 AM - 11:00 AM	Cabinet -- ^{Security Concern} 'MS Teams
11:15 AM - 12:00 PM	MKC & PSP GEO Update Meeting -- ^{Security Concern}
12:00 PM - 1:00 PM	Do Not Book
12:15 PM - 12:30 PM	Call: Jim -- Heather to call Jim on his cell ^{Government Financial Information}
1:00 PM - 1:30 PM	Office Time
2:00 PM - 7:00 PM	HOLD: Ministry of Finance Estimates Debate ^{Security Concern}

May 2, 2024

All Day	Jen Holidays (April 22- May 5)/ Melissa O covering April 22-May 1; Anne-Mette covering May 2-3 Please See Above
All Day	Amanda Away May 1-14 (Sean L A/ADM) Please See Above
9:00 AM - 10:15 AM	Interview Time Slot 5 -- ^{Security Concern}
10:30 AM - 5:30 PM	HOLD: Ministry of Finance Estimates Debate -- ^{Security Concern}
12:00 PM - 1:00 PM	Do Not Book

May 3, 2024

All Day	Jen Holidays (April 22- May 5)/ Melissa O covering April 22-May 1; Anne-Mette covering May 2-3 Please See Above
All Day	Amanda Away May 1-14 (Sean L A/ADM) Please See Above
All Day	Jim Away in PM (Karl A A/ADM)
All Day	Jordan Away at 2:30 - if urgent Text
9:00 AM - 9:30 AM	DM Mtg ^{Advice/Recommendations} (Doug C, Jordan, Doug F, Jim) -- MS Teams
9:30 AM - 11:30 AM	DMC ^{Security Concern} Teams
10:00 AM - 12:00 PM	Risk Committee Meeting - May 3rd 2024 -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	DM Mtg ^{Advice/Recommendations; Intergovernmental Communications} -- MS Teams
12:00 PM - 5:00 PM	hold for VL
1:00 PM - 3:00 PM	Private Appointment

May 4, 2024

All Day	Jen Holidays (April 22- May 5)/ Melissa O covering April 22-May 1; Anne-Mette covering May 2-3 Please See Above
All Day	Amanda Away May 1-14 (Sean L A/ADM) Please See Above
1:00 PM - 2:00 PM	Private Appointment

May 5, 2024

12:00 AM - 12:00 AM	Jen Holidays (April 22- May 5)/ Melissa O covering April 22-May 1; Anne-Mette covering May 2-3 Please See Above
All Day	Amanda Away May 1-14 (Sean L A/ADM) Please See Above

May 5, 2024 Continued

12:00 PM - 1:00 PM

Private Appointment

May 6, 2024

All Day

Amanda Away May 1-14 (Sean L A/ADM)
Please See Above

9:00 AM - 10:30 AM

HOLD - Office time

9:30 AM - 10:30 AM

Agenda/PPS Weekly Meeting -- Teams/
Security Concern

10:00 AM - 10:30 AM

MKC | PSEC Advice/Recommendations; Cabinet
Confidences MS Teams

10:30 AM - 11:00 AM

Office Time

11:00 AM - 11:30 AM

DM | Mtg Advice/Recommendations; Cabinet
Confidences (Amanda, Sean, Rob, Tu) -- MS Teams

11:30 AM - 12:00 PM

Office Time

12:00 PM - 1:00 PM

Do Not Book

1:00 PM - 2:00 PM

Office Time

2:00 PM - 6:30 PM

HOLD: Ministry of Finance Estimates Debate -- Security Concern

May 7, 2024

All Day

Amanda Away May 1-14 (Sean L A/ADM)
Please See Above

All Day

Personal Information

May 7, 2024 Continued

8:30 AM - 9:00 AM	PSP & AG Mtg - Dr. Julie Macfarlane Co-Founder of "Can't buy My Silence" -- I	Security Concern	Teams
9:00 AM - 10:45 AM	Office time		
10:45 AM - 11:15 AM	DM Mtg	Advice/Recommendations; Cabinet Confidences; Intergovernmental Communications	MS Teams
11:20 AM - 11:50 AM	Heather & Sean Check - in TB Items -- MS Teams		
12:00 PM - 1:00 PM	Do Not Book		
1:00 PM - 1:30 PM	Weekly Lisa, Jen & Heather -- MS Teams		
1:30 PM - 2:00 PM	MKC MGL Joint Briefing	Advice/Recommendations; Cabinet Confidences; Security Concern	Teams
2:00 PM - 3:00 PM	Office Time		
2:00 PM - 3:00 PM	PSP & GEO Bi-weekly check-in -- MS Teams		
3:00 PM - 3:15 PM	Call: Courtnay -- Heather to call Courtnay at	Government Financial Information	
3:30 PM - 4:00 PM	DMIIF Co-Chairs Meeting -- MS Teams		
4:15 PM - 4:45 PM	Monthly Renée & Heather -- MS Teams		

May 8, 2024

All Day	Amanda Away May 1-14 (Sean L A/ADM) Please See Above		
8:00 AM - 8:30 AM	PSP & MNS Mtg The First Nation Justice council Conference -- MS Teams		
8:30 AM - 10:00 AM	Cabinet --	Security Concern	MS Teams

May 8, 2024 Continued

10:00 AM - 10:30 AM	MKC Briefing	Advice/Recommendation s; Cabinet Confidences; Intergovernmental Communications	(Heather, Sean, Rebecca) --	Security Concern
10:30 AM - 11:00 AM	MKC Mtg Tour (Heather, Lisa) --			Security Concern
11:00 AM - 11:30 AM	Office Time			
11:30 AM - 12:00 PM	MKC Briefing R	Advice/Recommendations; Cabinet Confidences		Security - Concern
12:00 PM - 1:00 PM	Do Not Book			
12:15 PM - 12:30 PM	Call: Fisnik -- Heather to Call Fisnik on his cell			
1:15 PM - 2:00 PM	DM Briefing FIN & EMLI Mark) -- MS Teams	Advice/Recommendations ; Cabinet Confidences; Government Financial Information	(Shannon B, Jordan, Jim, Doug, Alexandra, Nathaniel, Simon,	
2:00 PM - 2:15 PM	Call: Jim -- Heather to call Jim's Cell			Government Financial Information
2:15 PM - 2:45 PM	DM Mtg	Advice/Recommendations; Cabinet Confidences; Government Financial Information; Intergovernmental Communications	Teams	
3:00 PM - 3:30 PM	Office Time			
3:30 PM - 4:00 PM	MKC Briefing TB Sub -- Teams			
4:00 PM - 4:30 PM	Office Time			
4:30 PM - 5:00 PM	DM Meeting Neilane, Fazil and Heather -- Microsoft Teams Meeting			

May 9, 2024

All Day Amanda Away May 1-14 (Sean L A/ADM)
Please See Above

May 9, 2024 Continued

9:00 AM - 9:30 AM	Office Time
9:30 AM - 11:30 AM	hold for out of office appt
10:15 AM - 11:15 AM	Private Appointment
10:30 AM - 11:00 AM	DMs Briefing - WAGE FPT -- Microsoft Teams Meeting
11:00 AM - 12:30 PM	Réunion virtuelle des Sous-ministres FPT (9 mai 2024) // Virtual Meeting of FPT Deputy Ministers (May 9, 2024) -- Virtual Meeting / Réunion virtuelle
11:30 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 4:00 PM	Cabinet Confidences -- Security Concern 'MS Teams
4:00 PM - 4:30 PM	Office Time

May 10, 2024

All Day	Amanda Away May 1-14 (Sean L A/ADM) Please See Above
9:00 AM - 9:30 AM	Monthly Jim & Heather -- MS Teams
9:30 AM - 10:00 AM	Office Time
10:00 AM - 11:00 AM	DM Mtg CARC and CPPM (Jim, Janis, Todd, Philip, Apurva) -- MS Teams
11:00 AM - 11:30 AM	Do survey for Tiffany

May 10, 2024 Continued

11:30 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 1:30 PM	JCWG Pre-Brief (May) -- Microsoft Teams Meeting
1:30 PM - 2:00 PM	DM Mtg Advice/Recommendations; Government Financial Information; Intergovernmental Communications (Jim & Todd) -- MS Teams
2:00 PM - 2:30 PM	Office Time
2:30 PM - 2:55 PM	TO BE RESCHEDULED Meeting: Shannon and Heather W -Weekly Check in -- Shannon will call Heather's cell Government Financial Information
3:00 PM - 3:30 PM	Heather & Doug Check -in -- MS Teams
3:30 PM - 4:30 PM	Office Time
4:30 PM - 5:00 PM	TRAVEL
5:00 PM - 6:00 PM	Heather/Neilane Catch Up -- Location TBD

May 11, 2024

All Day	Amanda Away May 1-14 (Sean L A/ADM) Please See Above
11:00 AM - 12:00 PM	Private Appointment

May 12, 2024

All Day	Amanda Away May 1-14 (Sean L A/ADM) Please See Above
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May 13, 2024

All Day	Amanda Away May 1-14 (Sean L A/ADM) Please See Above
9:00 AM - 9:25 AM	Meeting: Shannon, Deb, John, Heather, Rueben and Ian Busby -- Teams
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams/ ^{Security Concern}
9:30 AM - 10:30 AM	TB Minor -- MS Teams
10:45 AM - 11:15 AM	MKC Briefing ^{Advice/Recommendations; Government Financial Information} ^{Security Concern} --
11:30 AM - 12:00 PM	Heather and Jordan Touch Base -- MS Teams
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 1:30 PM	Office Time
1:30 PM - 2:00 PM	1:30 PM Fazil/Heather/Okenge/Jane -- Microsoft Teams Meeting
2:00 PM - 3:30 PM	MFEX -- ^{Security Concern} /Teams
2:00 PM - 2:30 PM	MFEX Presentation (Amy, Kimberly) -- MS teams
3:30 PM - 4:00 PM	MKC Mtg ^{Advice/Recommendations; Cabinet} ^{Security} --Concern Teams
4:15 PM - 5:15 PM	DM Sec TB Pre-Brief (Jun 6) -- MS Teams

May 14, 2024

12:00 AM - 12:00 AM	Amanda Away May 1-14 (Sean L A/ADM) Please See Above
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May 14, 2024 Continued

8:30 AM - 12:00 PM

In-person Corporate Executive quarterly meeting -- Security Concern
Security Concern

12:00 PM - 12:30 PM

Do Not Book

12:30 PM - 1:00 PM

NFF Touch Base -- MS Teams

1:15 PM - 1:40 PM

Heather, Jordan & Amy | Check-In -- MS Teams

1:40 PM - 2:00 PM

TRAVEL

2:00 PM - 3:00 PM

Hold for Kelly Scott, Roadbuilders

2:00 PM - 2:30 PM

PSP | Mtg Big Sisters of BC Lower Mainland -- MS Teams

3:00 PM - 3:30 PM

PSP | Mtg SWAN - Angela Wu -- MS Teams

3:15 PM - 3:45 PM

Monthly | Nicole & Heather -- Security Concern

3:45 PM - 4:30 PM

DM MEETING Advice/Recommendations; Cabinet Confidences; Government Financial Information **n/FIN: Heather Wood, Renee Mounteney, Doug Foster | MOTI: Kaye Krishna, Kevin Volk, Reg Bawa, Kate Mukasa, Emily Sinclair -- MS Teams**

May 15, 2024

9:00 AM - 12:00 PM

Cabinet -- MS Teams

12:00 PM - 1:00 PM

Do Not Book

1:00 PM - 1:30 PM

DM | Mtg Advice/Recommendations **(Amanda, Sean, Rob, Tu) -- MS Teams**

1:45 PM - 2:15 PM

DM | Update Advice/Recommendations; Cabinet Confidences **(Amanda, Sean, Ken C) -- MS Teams**

May 15, 2024 Continued

2:30 PM - 3:30 PM

Office Time

3:30 PM - 9:00 PM

HOLD for PREM Estimates

3:30 PM - 4:00 PM

MLP | Briefing

Advice/Recommendations; Cabinet Confidences;
Government Financial Information; Intergovernmental
Communications

-- MS Teams

4:15 PM - 4:45 PM

Prep for all staff meeting

May 16, 2024

9:00 AM - 11:00 AM

Joint Core Working Group - May -- Zoom details below

11:15 AM - 11:45 AM

MKC |

Advice/Recommendations; Cabinet Security Concern
Confidences; Government
Financial Information;
Intergovernmental
Communications

12:00 PM - 12:30 PM

Do Not Book

12:45 PM - 1:15 PM

HOLD for MKC Investors Call -- Webex link included

1:30 PM - 2:00 PM

Please hold: All-staff broadcast --

Security Concern

1:30 PM - 2:00 PM

Ministry of Finance all-staff broadcast

2:15 PM - 4:45 PM

HOLD for PREM Estimates

May 17, 2024

12:00 AM - 12:00 AM

Nicole Away May 17-21 (Diane A/ADM)

All Day

Amy away May 17th (HB A/ADM)

May 17, 2024 Continued

All Day	Jen Away (Rachel covering)
9:00 AM - 9:25 AM	Meeting: Shannon and Heather W -Weekly Check in -- Shannon will call Heather's cell Security Concern
9:30 AM - 10:30 AM	Office Time
10:30 AM - 11:30 AM	DMC Security Concern Teams
11:30 AM - 12:00 PM	MKC Mtg Advice/Recommendations; Cabinet Confidences; Intergovernmental Communications -- MS Teams
12:00 PM - 12:30 PM	Do Not Book
12:45 PM - 1:00 PM	Heather & Mark Touchbase -- MS Teams
1:00 PM - 1:15 PM	DM Mtg Advice/Recommendations; Government Financial Information; Intergovernmental Communications MS Teams
1:30 PM - 2:00 PM	Do Not Book
2:10 PM - 2:25 PM	DM Mtg TB Item Advice/Recommendations; Cabinet Confidences (Rebecca) -- MS Teams
2:45 PM - 3:00 PM	Heather & Fisnik -- MS Teams
3:00 PM - 5:00 PM	Office Time

May 18, 2024

All Day	Nicole Away May 17-21 (Diane A/ADM) Please See Above
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May 19, 2024

All Day	Nicole Away May 17-21 (Diane A/ADM) Please See Above
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May 20, 2024

All Day Nicole Away May 17-21 (Diane A/ADM)
Please See Above

All Day Victoria Day Stat

May 21, 2024

12:00 AM - 12:00 AM Nicole Away May 17-21 (Diane A/ADM)
Please See Above

12:00 AM - 12:00 AM Asha Away May 21st-June 7th (Alison A/ADM)

9:00 AM - 9:30 AM Office Time

9:35 AM - 9:55 AM Heather/Donna/Neil -- Microsoft Teams Meeting

10:00 AM - 10:30 AM MKC | Mtg Advice/Recommendations;
Cabinet Confidences (Heather, Stephen, Mark A, John D) -- MS Teams

10:40 AM - 11:10 AM MKC | Mtg Advice/Recommendations;
Cabinet Confidences (Heather & John) -- MS Teams

10:45 AM - 11:45 AM Agenda/PPS Weekly Meeting -- Teams/Security Concern

11:30 AM - 12:00 PM MKC | Mtg 3 Items for Discussion -- MS Teams

12:00 PM - 1:00 PM Do Not Book

1:30 PM - 2:00 PM Office Time

2:00 PM - 2:30 PM Heather & Jordan | Bi-Weekly -- MS Teams

2:30 PM - 3:30 PM DM | Mtg Advice/Recommendations; Cabinet
Confidences; Government Financial
Information; Intergovernmental
Communications (Shannon S, Doug C, Donna S & Shannon B) -- MS Teams

3:30 PM - 4:00 PM Office Time

May 21, 2024 Continued

4:00 PM - 4:30 PM

DM | Mtg

Advice/Recommendations;
Cabinet Confidences;
Government Financial Information

(Jordan & Amy) -- MS Teams

4:30 PM - 4:45 PM

Heather/Jordan/Jen - Touchbase -- MS teams

May 22, 2024

All Day

Asha Away May 21st-June 7th (Alison A/ADM)
Please See Above

9:30 AM - 10:00 AM

Office Time

10:00 AM - 10:30 AM

DM | Mtg

Advice/Recommendations

(Nicole) -- MS Teams

10:40 AM - 10:55 AM

Heather & Michele | TB Debrief -- MS Teams

11:00 AM - 11:15 AM

DM | Mtg (Amanda & Rob) -- MS Teams

11:30 AM - 12:00 PM

DM | Mtg

Advice/Recommendations

(Nicole & Helen) -- MS Teams

12:00 PM - 12:30 PM

Office Time

12:30 PM - 1:30 PM

Do Not Book

1:30 PM - 2:30 PM

DM | Mtg

Advice/Recommendations;
Government Financial Information

(Jordan, Renée & Joey) -- MS Teams

2:45 PM - 3:15 PM

DM | Mtg Shannon S & Shannon B -- MS Teams

3:30 PM - 4:00 PM

Office Time

4:00 PM - 4:30 PM

MKC & MLP | Mtg City of Nanaimo -- MS Teams

May 23, 2024

All Day	Asha Away May 21st-June 7th (Alison A/ADM) Please See Above
9:00 AM - 9:30 AM	DM Working Group Debrief (Okenge, Donna, Rosa) -- MS Teams
9:30 AM - 10:30 AM	Office Time - Do Not Book
10:30 AM - 10:45 AM	DM Mtg Advice/Recommendations; Cabinet Confidences (Amanda, Rob) -- MS Teams
11:00 AM - 12:00 PM	HOLD for Annual Review of Standards of Conduct and Oath
12:00 PM - 1:30 PM	Do Not Book
1:30 PM - 1:45 PM	Heather & Diane Touch base -- MS Teams
2:00 PM - 4:30 PM	Office Time - Do Not Book

May 24, 2024

All Day	Asha Away May 21st-June 7th (Alison A/ADM) Please See Above
All Day	Heather Away Jordan A/DM
All Day	Michele Away May 24th-June 11th (Sally Acting)
All Day	Renée away May 24th (Steve A/ADM)

May 25, 2024

All Day	Asha Away May 21st-June 7th (Alison A/ADM) Please See Above
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May 26, 2024

All Day	Asha Away May 21st-June 7th (Alison A/ADM) Please See Above
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May 27, 2024

All Day	Asha Away May 21st-June 7th (Alison A/ADM) Please See Above	
9:00 AM - 11:00 AM	Office Time	
11:00 AM - 11:30 AM	Monthly Amanda & Heather -- MS Teams	
11:30 AM - 12:00 PM	Office Time	
12:00 PM - 1:00 PM	Do Not Book	
1:00 PM - 2:00 PM	Office Time	
2:15 PM - 2:45 PM	DM Mtg Competition Shortlist Review -- MS Teams	
3:00 PM - 4:30 PM	MFEX -- Security Concern	
3:00 PM - 3:20 PM	MFEX Presentation (Renée, Jon, Garrett & Mark) -- Security Concern	MS Teams
3:20 PM - 3:40 PM	MFEX Presentation (Kimberly, Ana) -- MS Teams (please join when prompted by Amy M)	

May 28, 2024

All Day	Asha Away May 21st-June 7th (Alison A/ADM) Please See Above	
All Day	Jen partial day (10:30-1:30 only)	
9:30 AM - 10:00 AM	Office time	

May 28, 2024 Continued

10:00 AM - 10:45 AM	DM Pre-Brief DMCC -- MS Teams
11:00 AM - 11:30 AM	Christina/Heather Wood: Touch Base -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	DM Pre - Brief PDE & MKC ^{Advice/Recommendations; Cabinet Confidences} MS Teams
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 1:30 PM	Office Time
1:30 PM - 2:30 PM	Agenda/PPS Weekly Meeting -- Teams/ ^{Security Concern}
2:30 PM - 3:00 PM	Office Time
3:00 PM - 3:15 PM	Call: Dr. Kershaw -- Heather to call Paul at ^{Government Financial Information}
3:30 PM - 4:00 PM	Office Time
4:00 PM - 4:30 PM	JNT DM MTG ^{Advice/Recommendations; Cabinet Confidences} Microsoft Teams Meeting

May 29, 2024

All Day	Asha Away May 21st-June 7th (Alison A/ADM) Please See Above
All Day	Jen ^{Security Concern}
9:00 AM - 9:45 AM	9:00 Decarbonization Steering Committee Meeting -- Microsoft Teams Meeting

May 29, 2024 Continued

Advice/Recommendations;
Cabinet Confidences;
Government Financial
Information;
Intergovernmental
Communications

9:45 AM - 10:45 AM

9:45 AM Call
Teams Meeting

Shannon, Heather, Doug, Nate (Optional: Jordan, Richard) -- Microsoft

11:00 AM - 11:30 AM

Hold for Time with Jordan -- MS Teams

11:30 AM - 11:45 AM

DM Mtg

Advice/Recommendations;
Cabinet Confidences

(Amanda/Rebecca) -- MS Teams

12:00 PM - 12:30 PM

Do Not Book

12:30 PM - 1:00 PM

Heather W / Keith -- Microsoft Teams Meeting

1:00 PM - 2:00 PM

Exec Performance Reviews; prep for IBC meeting

2:00 PM - 2:30 PM

Do Not Book

2:30 PM - 3:00 PM

Weekly | Lisa, Jen & Heather -- MS Teams

3:15 PM - 3:45 PM

DM | Mtg

Advice/Recommendations;
Cabinet Confidences

(Amanda, Rebecca, Julia, James) -- MS Teams

4:00 PM - 4:30 PM

4:00 PM Fazil/Heather W -- Microsoft Teams Meeting

May 30, 2024

All Day

Asha Away May 21st-June 7th (Alison A/ADM)
Please See Above

9:00 AM - 9:30 AM

ADMs & DMs Pre-brief: June 4 Premier's Forum -- Microsoft Teams Meeting

May 30, 2024 Continued

9:00 AM - 9:30 AM	MKC, MGH & MBM Mtg	Advice/Recommendations; Cabinet Confidences	MS Teams
9:30 AM - 10:15 AM	Infrastructure BC Board of Directors Meeting - May 30, 2024 from 9.30am to 10.15am (virtual meeting) Security Concern		
10:00 AM - 11:00 AM	MKC TB Pre-Brief (Jun 6) -- MS Teams		
11:15 AM - 12:00 PM	MKC Meeting BC LTSA	Security Concern	Teams
12:00 PM - 1:00 PM	Do Not Book		
1:00 PM - 1:30 PM	Office Time		
1:30 PM - 3:30 PM	TB Minor -- MS Teams		
2:15 PM - 2:30 PM	DM	Advice/Recommendations	(Heather & Shauna) -- MS Teams
3:30 PM - 4:00 PM	MKC Pre-Brief on PDE & MKC	Advice/Recommendations; Cabinet Confidences	MS Teams
4:00 PM - 4:30 PM	Office Time		

May 31, 2024

All Day	Asha Away May 21st-June 7th (Alison A/ADM) Please See Above		
All Day	Jen	Security Concern	
9:00 AM - 9:30 AM	PDE & MKC	Advice/Recommendations; Cabinet Confidences	MS Teams

May 31, 2024 Continued

9:30 AM - 10:45 AM	DMC Security Concern /Teams
9:30 AM - 10:00 AM	MKC Mtg Advice/Recommendations; Cabinet Confidences MS Teams
11:00 AM - 11:30 AM	DM Mtg Advice/Recommendations; Cabinet Confidences; Intergovernmental Communications (Amanda, Rebecca) -- MS Teams
11:30 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 1:30 PM	Office Time
1:30 PM - 1:55 PM	Meeting: Shannon and Heather W -Weekly Check in -- Shannon will call Heather's cell Government Financial Information
2:00 PM - 3:30 PM	HOLD - For Exec Performance Reviews
3:30 PM - 4:00 PM	DM Mtg Advice/Recommendations; Cabinet Confidences MS Teams
4:00 PM - 4:30 PM	HOLD - For Exec Performance Reviews
4:00 PM - 4:10 PM	DM Meeting -- Microsoft Teams Meeting