

August 1, 2024

All Day

10:30 AM - 11:30 AM

Private Appointment

August 2, 2024

12:00 AM - 12:00 AM

Please See Above

August 6, 2024

8:00 AM - 9:00 AM

Private Appointment

10:15 AM - 11:15 AM

DM | Mtg

Advice/Recommendations; Cabinet Confidences

1:30 PM - 2:00 PM

catch up --

Security Concern

2:30 PM - 3:00 PM

Bi-Weekly Meeting - Jordan/Kinsburh --

Security Concern

August 7, 2024

7:45 AM - 8:45 AM

Private Appointment

9:30 AM - 10:00 AM

Susan/Jordan Bi-weekly --

Security Concern

Microsoft Teams Meeting

10:30 AM - 11:00 AM

Bi-weekly Meetings - Jordan/Satish -- Teams Meeting

11:30 AM - 1:30 PM

Show Your PRIDE --

Security Concern

1:30 PM - 2:00 PM

Alexandra/Jordan - Weekly -- Microsoft Teams Meeting

2:00 PM - 2:45 PM

Meeting: PO, Finance, GCPE, EMLI -- MS teams

3:15 PM - 3:30 PM

quick rdex call -- Microsoft Teams Meeting

August 7, 2024 Continued

3:30 PM - 4:00 PM	Colin/Jordan Weekly meeting -- <small>Security Concern</small>	teams
4:00 PM - 4:30 PM	Touchbase - Kinsburh/Jordan -- Microsoft Teams Meeting	

August 8, 2024

9:30 AM - 10:00 AM	Michele/Jordan bi-weekly -- Teams
10:30 AM - 11:00 AM	touch base - misc -- Microsoft Teams Meeting
11:00 AM - 11:30 AM	Heather & Jordan Touch Base
1:15 PM - 1:45 PM	hold for travel
1:45 PM - 3:00 PM	Private Appointment
3:00 PM - 3:30 PM	Michelle/Jordan Bi-Weekly -- <small>Security Concern</small>
3:30 PM - 4:00 PM	Special MFEX Mtg

August 9, 2024

8:30 AM - 9:00 AM	Advice/Recommendations; Cabinet Confidences attached	- Microsoft Teams Meeting - link
8:30 AM - 8:45 AM	Check TALM entries	
9:00 AM - 9:30 AM	Touch base -- Microsoft Teams Meeting	
9:30 AM - 10:00 AM	touch base -- Microsoft Teams Meeting	

August 9, 2024 Continued

12:00 PM - 1:00 PM Private Appointment

2:00 PM - 2:30 PM Touch base -- Microsoft Teams Meeting

August 12, 2024

7:30 AM - 8:30 AM Private Appointment

8:30 AM - 8:45 AM TOL Sign off

8:30 AM - 8:45 AM TOL Sign off

9:00 AM - 9:30 AM Advice/Recommendations;
Cabinet Confidences Microsoft Teams Meeting

9:15 AM - 10:00 AM MEETING: IRR/WLRS/EMLI
Security Concern Advice/Recommendations; Cabinet
Confidences; Intergovernmental
Communications MS Teams; Security Concern

10:30 AM - 11:00 AM PMO Update - Monthly - Security Concern Microsoft Teams Meeting

11:30 AM - 11:55 AM Meeting: Shannon, Heather, Tom, Teri Collins, Zach Young, Tracy Campbell, John Thomson, JM McColl
-- Teams

1:30 PM - 3:00 PM Government Financial Information -- Microsoft Teams Meeting

3:30 PM - 4:00 PM COOP meeting touch base -- Microsoft Teams Meeting

4:00 PM - 4:15 PM quick touch base Advice/Recommendations; Cabinet
Confidences Microsoft Teams Meeting

August 13, 2024

10:30 AM - 12:00 PM Private Appointment

11:00 AM - 12:00 PM Meeting with Co-op Team -- Microsoft Teams Meeting

August 13, 2024 Continued

- 12:30 PM - 1:30 PM

Private Appointment
- 2:00 PM - 2:30 PM

Heather & Jordan | Bi-Weekly -- MS Teams
- 4:00 PM - 4:30 PM

Wednesday briefing -- Microsoft Teams Meeting

August 14, 2024

- 8:15 AM - 9:00 AM

Private Appointment
- 10:00 AM - 10:30 AM

Advice/Recommendations; Cabinet Confidences

- Microsoft Teams Meeting
- 11:45 AM - 12:45 PM

Private Appointment
- 1:00 PM - 2:00 PM

HOLD MLA Sandhu | Briefing -- Teams
- 2:00 PM - 2:30 PM

Alexandra/Jordan - Weekly -- Microsoft Teams Meeting
- 2:30 PM - 2:45 PM

pres to rdx -- Microsoft Teams Meeting
- 2:45 PM - 3:15 PM

Advice/Recommendations; Cabinet Confidences

DM |

Security Concern

Security Concern
- 3:30 PM - 4:00 PM

Colin/Jordan Weekly meeting --

Security Concern

teams
- 4:30 PM - 5:45 PM

Private Appointment

August 15, 2024

- 9:30 AM - 10:00 AM

Joel/Jordan Bi-weekly touch base --

Security Concern
- 10:00 AM - 12:00 PM

Revenue Division Executive Meeting --

Security Concern

August 15, 2024 Continued

12:15 PM - 2:00 PM Private Appointment

7:30 PM - 9:30 PM Private Appointment

August 16, 2024

12:00 AM - 12:00 AM Acting for HW

8:30 AM - 9:00 AM Advice/Recommendations; Cabinet Confidences attached -- Microsoft Teams Meeting - link

9:00 AM - 9:30 AM Advice/Recommendations; Cabinet Confidences Microsoft Teams Meeting

9:45 AM - 10:45 AM Private Appointment

12:00 PM - 1:00 PM Private Appointment

1:30 PM - 2:00 PM Advice/Recommendations; Cabinet Confidences Microsoft Teams Meeting

August 17, 2024

All Day Acting for HW Please See Above

9:45 AM - 10:45 AM Private Appointment

10:00 AM - 11:00 AM Private Appointment

August 18, 2024

All Day Acting for HW Please See Above

August 19, 2024

All Day Acting for HW Please See Above

August 19, 2024 Continued

8:00 AM - 9:00 AM	Private Appointment	
9:00 AM - 9:30 AM	Advice/Recommendation S; Cabinet Confidences	- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Meet and Greet --	Security Concern or Teams

August 20, 2024

All Day	Acting for HW	Please See Above
9:00 AM - 10:00 AM	Private Appointment	
10:00 AM - 10:30 AM	Bi-Weekly Meeting - Jordan/Kinsburgh --	Teams
3:00 PM - 3:30 PM	Karl/Jordan: Bi-monthly --	Microsoft Teams Meeting
3:30 PM - 4:30 PM	Multi-Minister	Advice/Recommendations; Cabinet Confidences; Intergovernmental Communications Teams
5:00 PM - 6:15 PM	Private Appointment	

August 21, 2024

All Day	Acting for HW	Please See Above
7:30 AM - 8:30 AM	Private Appointment	
9:45 AM - 10:15 AM	Bi-weekly Meetings - Jordan/Satish --	Teams Meeting
10:30 AM - 11:00 AM	iPad set up w/PREMTech --	Security Concern
11:30 AM - 12:00 PM	Michelle/Jordan Bi-Weekly --	Security Concern

August 21, 2024 Continued

1:30 PM - 2:00 PM

Advice/Recommendations;
Cabinet Confidences

Microsoft Teams Meeting

2:00 PM - 2:30 PM

Alexandra/Jordan - Weekly -- Microsoft Teams Meeting

3:00 PM - 3:30 PM

APT Program Call stats 2024 -- Microsoft Teams Meeting

5:00 PM - 6:00 PM

Private Appointment

August 22, 2024

All Day

Acting for HW

Please See Above

8:00 AM - 8:45 AM

Advice/Recommendations; Cabinet Confidences

Security Concern

Microsoft Teams Meeting; Security Concern

9:00 AM - 9:30 AM

PSP Briefing by PSSG |

Advice/Recommendations; Cabinet Confidences

MS Teams

11:00 AM - 11:30 AM

Colin/Jordan Weekly meeting -

Security Concern

teams

1:30 PM - 2:00 PM

Leadership Development Program Updates -- Microsoft Teams Meeting;

Security Concern

2:00 PM - 2:30 PM

Susan/Jordan Bi-weekly --

Security Concern

Microsoft Teams Meeting

4:00 PM - 4:25 PM

Meeting: Shannon S, Finance and EMLI -- MS teams

4:45 PM - 5:45 PM

Private Appointment

August 23, 2024

All Day

Acting for HW

Please See Above

8:30 AM - 9:00 AM

Advice/Recommendations; Cabinet Confidences

attached

Microsoft Teams Meeting - link

August 23, 2024 Continued

8:30 AM - 8:45 AM

Check TALM entries

9:00 AM - 9:30 AM

Advice/Recommendations;
Cabinet Confidences

Microsoft Teams Meeting

11:45 AM - 1:15 PM

Private Appointment

August 24, 2024

All Day

Acting for HW

Please See Above

10:15 AM - 11:15 AM

Private Appointment

August 25, 2024

All Day

Acting for HW

Please See Above

August 26, 2024

All Day

Acting for HW

Please See Above

8:00 AM - 8:45 AM

DM Meeting

Advice/Recommendations; Intergovernmental
Communications

Microsoft Teams Meeting

8:30 AM - 9:00 AM

Advice/Recommendations;
Cabinet Confidences

Microsoft Teams Meeting;

Security Concern

8:30 AM - 8:45 AM

TOL Sign off

8:30 AM - 8:45 AM

TOL Sign off

9:00 AM - 11:15 AM

hold for TB -- teams

1:30 PM - 2:00 PM

JP touch base -- Microsoft Teams Meeting

August 27, 2024

All Day	Acting for HW	Please See Above
9:30 AM - 10:00 AM	Bi-Weekly Meetings - Jordan/Drew	Security Concern
11:00 AM - 12:00 PM	Private Appointment	
2:00 PM - 2:30 PM	Advice/Recommendations	-- Microsoft Teams Meeting
2:30 PM - 3:00 PM	Joel/Jordan Bi-weekly touch base	-- Teams
4:00 PM - 4:30 PM	Private Appointment	
5:00 PM - 6:00 PM	Private Appointment	

August 28, 2024

All Day	Acting for HW	Please See Above
10:00 AM - 10:30 AM	Advice/Recommendations; Cabinet Confidences	Microsoft Teams Meeting
10:30 AM - 11:00 AM	Jordan/Francis Bi-Weekly	-- Teams
11:00 AM - 11:30 AM	Susan/Jordan 1:1	-- Microsoft Teams Meeting
2:00 PM - 2:30 PM	Alexandra/Jordan - Weekly	-- Microsoft Teams Meeting
4:00 PM - 4:30 PM	Private Appointment	
4:45 PM - 5:45 PM	Private Appointment	

August 29, 2024

All Day	Acting for HW	Please See Above
9:30 AM - 10:00 AM	coffee	-- Microsoft Teams Meeting

August 29, 2024 Continued

11:00 AM - 12:00 PM

Revenue Division Executive Meeting - (Second RDEX) --

Security Concern

1:30 PM - 2:00 PM

Advice/Recommendations; Cabinet Confidences;
Intergovernmental Communications

(Heather, Shannon, Jennifer) -- Microsoft Teams Meeting;

Security Concern

2:00 PM - 2:30 PM

Advice/Recommendations; Cabinet Confidences

Monthly -- Microsoft Teams Meeting

3:00 PM - 3:30 PM

DM Mtg

Advice/Recommendations

[Shannon, Nate, Jordan, Richard, Amanda) -- Teams;

Security Concern

4:00 PM - 4:30 PM

Private Appointment

4:45 PM - 5:45 PM

Private Appointment

August 30, 2024

All Day

Acting for HW

Please See Above

8:30 AM - 9:00 AM

Advice/Recommendations; Cabinet Confidences

-- Microsoft Teams Meeting - link attached

August 31, 2024

All Day

Acting for HW

Please See Above