

(b) (6)

From: (b) (6)
Sent: Tuesday, December 6, 2022 11:47 AM
To: (b) (6)
Subject: RE: DHS FOIA 2023-NPFO-00065 - Schaffer (WaPo)
Attachments: CISA Director Scheduler Calendar.ics

CISA Director Scheduler Calendar

(b) (6)

Tuesday, November 1, 2022 – Friday, December 30, 2022
Time zone: (UTC-05:00) Eastern Time (US & Canada)
(Adjusted for Daylight Saving Time)

November 2022

Su Mo Tu We Th Fr Sa

		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>			

December 2022

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<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	31

- Busy Tentative Free
- Out of Office Working Elsewhere Outside of Working Hours

November 2022

Tue, Nov 1

<input type="checkbox"/>	Before 6:30 AM	Free
<input type="checkbox"/>	6:30 AM – 7:30 AM	Free
<input type="checkbox"/>	7:30 AM – 8:00 AM	Daily Check-In
<input type="checkbox"/>	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
<input type="checkbox"/>	8:15 AM – 9:00 AM	Daily Intel Brief
<input checked="" type="checkbox"/>	9:00 AM – 9:30 AM	0900-0930: Monthly Synch with ASD Dalton and Executive Director Mr. Brandon Wales
<input type="checkbox"/>	9:30 AM – 10:00 AM	Travel to CSIS
<input type="checkbox"/>	10:00 AM – 11:00 AM	CSIS Event
<input type="checkbox"/>	11:00 AM – 11:30 AM	Travel to Glebe
<input type="checkbox"/>	11:30 AM – 12:30 PM	Executive Time
<input type="checkbox"/>	12:30 PM – 1:00 PM	End of Year Touchpoint: N. Windham
<input type="checkbox"/>	1:00 PM – 1:30 PM	Free
<input type="checkbox"/>	1:30 PM – 2:00 PM	Alaina Clark & DIR 1:1

2:00 PM – 2:30 PM	Touchpoint with Michael Preston (Sesame Workshop)
2:30 PM – 3:00 PM	In-Person Touchpoint: Micron & CISA
3:00 PM – 3:30 PM	Executive Time
3:30 PM – 4:00 PM	3:30 2x Quarterly Check-in with Director Easterly
4:00 PM – 4:30 PM	End of Year Touchpoint: J. Arratia
4:30 PM – 5:00 PM	Executive Time
5:00 PM – 5:15 PM	Daily Wrap-Up
5:15 PM – 6:00 PM	Free
After 6:00 PM	Free

Wed, Nov 2

Before 6:30 AM	Free
6:30 AM – 7:30 AM	Free
7:30 AM – 8:00 AM	Daily Check-In
8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
8:15 AM – 9:00 AM	(b) (7)(E)
9:00 AM – 9:30 AM	Executive Time
9:30 AM – 10:00 AM	NRMC All-Hands
10:00 AM – 10:30 AM	Executive Time
10:30 AM – 11:00 AM	Touchpoint: American Public Power Association CEO Joy Ditto
10:30 AM – 11:00 AM	Update-CTAB - Election Security - November 2 - 10:30AM-11:00AM
11:00 AM – 11:30 AM	Executive Time
11:30 AM – 11:45 AM	If Available Flag Photo Shoot
11:30 AM – 12:15 PM	Record Election Day Video & Flag Photo Shoot
12:15 PM – 12:30 PM	Executive Time
12:30 PM – 1:00 PM	Weekly with Billy Bob Brown (ECD)
1:00 PM – 2:00 PM	Weekly Sync with FO Leadership
2:00 PM – 2:30 PM	Executive Time
2:30 PM – 3:00 PM	Ukraine Bilat
3:00 PM – 3:30 PM	Prep for FSLC Kickoff
3:30 PM – 4:30 PM	Executive Time
4:30 PM – 5:00 PM	Touchpoint: CISA & K12 SIX
5:00 PM – 5:15 PM	Daily Wrap-Up
5:15 PM – 6:00 PM	Free
After 6:00 PM	Free

Thu, Nov 3

All Day	{TRB}Weekly Touchpoint: Lisa Einstein
Before 6:30 AM	Free
6:30 AM – 7:30 AM	Free
7:30 AM – 8:00 AM	Daily Check-In

8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
8:15 AM – 8:30 AM	Free
8:30 AM – 9:30 AM	Cyber Operations Update
9:30 AM – 9:45 AM	Free
9:45 AM – 10:30 AM	*15min delay*PRB Meeting
10:30 AM – 11:00 AM	Election Focus: Weekly Strategic Engagement Planning
11:00 AM – 11:30 AM	Bi-weekly 1:1 with AD Harrington
11:30 AM – 1:00 PM	Executive Time & Prepare for Town Hall
1:00 PM – 2:00 PM	(Attendee Link Added) CISA Town Hall: Imagine, Anticipate & Innovate to Win - Guest Speaker Merryl Goldberg
2:00 PM – 2:30 PM	Executive Time
2:30 PM – 3:00 PM	Prep for Louisiana Trip
3:00 PM – 4:00 PM	Management Committee Meeting
4:00 PM – 4:30 PM	CISA Brief to CSAC Members on Thursday, November 3, 2022
4:30 PM – 5:00 PM	Executive Time & CSAC Overflow
5:00 PM – 5:30 PM	Touchpoint with Craig Newmark
5:30 PM – 5:45 PM	Daily Wrap-Up
5:45 PM – 6:00 PM	Free
After 6:00 PM Free	

Fri, Nov 4

All Day	**TO BE RESCHEDULED** Monthly Sync with CISA Director Easterly
Before 6:30 AM Free	
6:30 AM – 8:00 AM	Free
8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
8:15 AM – 8:30 AM	Free
8:30 AM – 9:00 AM	Executive Time
9:00 AM – 9:15 AM	Free
9:15 AM – 10:00 AM	Travel to St. Es
10:00 AM – 11:00 AM	10:00 Leadership Meeting *updated manifest*
11:00 AM – 11:30 AM	Travel to Glebe
11:30 AM – 12:00 PM	Executive Time
12:00 PM – 12:30 PM	DIR Sync w/ RDs
12:30 PM – 1:00 PM	Pre-Record Girls Who Code Message
1:00 PM – 2:00 PM	Executive Time
2:00 PM – 2:30 PM	Weekly 1:1 with AD Bean
2:30 PM – 3:00 PM	Election Security Update
3:00 PM – 4:00 PM	CNN Prep
4:00 PM – 4:30 PM	Weekly Check-In with Chris Inglis
4:30 PM – 5:00 PM	Weekly Sync with DDIR
5:00 PM – 6:00 PM	GMA Interview
After 6:00 PM Free	

Sat, Nov 5

<input type="checkbox"/>	All Day	Free
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Sun, Nov 6

<input type="checkbox"/>	All Day	Shreveport Trip
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Mon, Nov 7

<input type="checkbox"/>	All Day	Shreveport Trip
<input type="checkbox"/>	All Day	{TBR} Bi-Weekly Sync w/ EAD Goldstein
<input type="checkbox"/>	8:00 AM – 8:15 AM	{DDIR Led} 8:00 Daily Leadership Sync
<input type="checkbox"/>	9:30 AM – 10:00 AM	DDIR [Internal Invite]S1 Leadership Weekly
<input checked="" type="checkbox"/>	9:30 AM – 10:00 AM	9:30 Leadership Weekly *updated time*

Tue, Nov 8

<input type="checkbox"/>	Before 6:30 AM	Free
<input type="checkbox"/>	6:30 AM – 7:30 AM	Free
<input type="checkbox"/>	7:30 AM – 8:00 AM	Daily Check-In
<input type="checkbox"/>	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
<input type="checkbox"/>	8:15 AM – 9:00 AM	Daily Intel Brief
<input checked="" type="checkbox"/>	9:00 AM – 9:30 AM	Media background briefing (by phone)
<input type="checkbox"/>	9:00 AM – 5:00 PM	Election Day
<input type="checkbox"/>	1:30 PM – 2:00 PM	DIR Media Call
<input checked="" type="checkbox"/>	1:30 PM – 2:00 PM	Media background briefing (by phone)
<input type="checkbox"/>	2:00 PM – 3:00 PM	Secretary’s Senior Leadership Forum Town Hall
<input type="checkbox"/>	3:15 PM – 3:45 PM	Touchpoint: Sec Way & DIR Easterly
<input type="checkbox"/>	5:00 PM – 5:30 PM	ESR & RDs/Regional Election Day Check-in #2
<input type="checkbox"/>	5:30 PM – 6:00 PM	Election Day Coordination (GCC)
<input type="checkbox"/>	6:00 PM – 6:30 PM	Media Prep
<input type="checkbox"/>	6:30 PM – 7:00 PM	Media background briefing (by phone)
<input type="checkbox"/>	After 7:00 PM	Free

Wed, Nov 9

<input type="checkbox"/>	Before 6:30 AM	Free
<input type="checkbox"/>	6:30 AM – 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
<input type="checkbox"/>	8:15 AM – 9:00 AM	(b) (7)(E)
<input type="checkbox"/>	9:00 AM – 10:00 AM	Executive Time
<input type="checkbox"/>	10:00 AM – 10:30 AM	Weekly 1:1 with AD Bean
<input type="checkbox"/>	10:30 AM – 11:00 AM	Executive Time

11:00 AM – 11:30 AM **Weekly Sync with DDIR**
 11:30 AM – 12:00 PM **Bi-Weekly 1:1 with David Mussington**
 12:00 PM – 12:30 PM **Executive Time**
 12:30 PM – 1:00 PM **Travel to Wilson**
 1:00 PM – 2:30 PM **Federal Senior Leadership Council (FSLC) Kickoff**
 2:30 PM – 3:00 PM **Travel to Glebe**
 3:00 PM – 3:30 PM **Weekly with Billy Bob Brown (ECD)**
 3:30 PM – 4:00 PM **Weekly Strategic Engagement Planning**
 4:00 PM – 4:30 PM **Executive Time**
 4:30 PM – 4:45 PM **Daily Wrap-Up**
4:45 PM – 6:00 PM Free
After 6:00 PM Free

Thu, Nov 10

Before 6:30 AM Free
6:30 AM – 7:30 AM Free
 7:30 AM – 8:00 AM **Daily Check-In**
 8:00 AM – 8:15 AM **8:00 Daily Leadership Sync**
 8:15 AM – 8:45 AM **Travel to Hyatt Regency Crystal City**
8:45 AM – 9:00 AM Free
 9:00 AM – 10:00 AM **CYBERWARCON**
 10:00 AM – 10:30 AM **Travel to Glebe**
 10:30 AM – 11:00 AM **Executive Time**
 11:00 AM – 11:30 AM **End of Year Touchpoint: DIR & K.Holtermann**
 11:30 AM – 12:00 PM **E&LR Discussion**
 12:00 PM – 12:30 PM **Weekly Touchpoint: Lisa Einstein**
12:30 PM – 12:45 PM Free
 12:45 PM – 1:00 PM **Internal Touchpoint: (b) (6)**
 1:00 PM – 1:30 PM **Executive Time**
 1:30 PM – 2:00 PM **Director Easterly's Office Hours**
 2:00 PM – 2:30 PM **Executive Time**
 2:30 PM – 3:30 PM **[In-Person] Bi-Weekly Division Leads Meeting**
 3:30 PM – 5:45 PM **Prep for ICIT**
 5:45 PM – 6:30 PM **Travel to St. Regis**
 6:30 PM – 9:30 PM **Institute for Critical Infrastructure (ICIT) Annual Award Gala**
 9:30 PM – 10:00 PM **Return to Glebe**
After 10:00 PM Free

Fri, Nov 11

All Day Veterans Day [Federal Holiday]

— Sat, Nov 12 – Sun, Nov 13

All Day Free

Mon, Nov 14

All Day [To Be Rescheduled] Federal Acquisition Security Council Update

Before 6:30 AM Free

6:30 AM – 7:30 AM Free

7:30 AM – 8:00 AM Daily Check-In

8:00 AM – 8:15 AM 8:00 Daily Leadership Sync

8:15 AM – 8:30 AM Free

8:30 AM – 9:00 AM Daily Intel Brief

9:00 AM – 9:30 AM [Internal Invite]S1 Leadership **Weekly**

9:00 AM – 9:30 AM 9:00 Leadership **Weekly**

9:30 AM – 10:00 AM CFATS Notice of Proposed Rulemaking

10:00 AM – 10:30 AM Executive Time

10:30 AM – 11:00 AM End of Year Touchpoint: (b) (6)

11:00 AM – 11:30 AM Free

11:30 AM – 12:30 PM Executive Time

12:30 PM – 1:00 PM Touchpoint with EAD Goldstein

1:00 PM – 1:30 PM Executive Time

1:30 PM – 2:00 PM Alaina Clark & DIR 1:1

2:00 PM – 2:30 PM Executive Time

2:30 PM – 4:00 PM SED-Pilot DMR Kick-Off

4:00 PM – 5:00 PM Sensing Session w/ the Director

5:00 PM – 5:30 PM OCC Planning

5:30 PM – 5:45 PM Daily **Wrap-Up**

5:45 PM – 6:00 PM Free

After 6:00 PM Free

Tue, Nov 15

Before 6:00 AM Free

6:00 AM – 6:45 AM Travel to IAD

6:45 AM – 7:00 AM Free

7:00 AM – End of Day Google Zeitgeist (Santa Barbara, California)

8:00 AM – 8:15 AM {DDIR Led} 8:00 Daily Leadership Sync

2:00 PM – 2:30 PM CTAB Preview for Support Staff - TEAMS call -Tuesday 11/15 14:00-14:30

Wed, Nov 16

All Day Google Zeitgeist (Santa Barbara, California)

All Day {TBR} Monthly CIRCIA Update

8:00 AM – 8:15 AM {DDIR Led} 8:00 Daily Leadership Sync

2:00 PM – 3:30 PM Final CTAB Agenda & Dial-In - November 16th - 14:00-15:30PM

Thu, Nov 17

Start of Day – 8:00 PM Google Zeitgeist (Santa Barbara, California)
8:00 AM – 8:15 AM 8:00 Daily Leadership Sync
9:00 AM – 9:30 AM DDOS Sync
11:00 AM – 11:30 AM Bi-weekly 1:1 with AD Harrington
7:45 PM – End of Day Travel back to NCR

Fri, Nov 18

Start of Day – 12:30 AM Travel back to NCR
12:30 AM – 6:30 AM Free
6:30 AM – 8:00 AM Free
8:00 AM – 8:15 AM {EXDIR Led} 8:00 Daily Leadership Sync
8:00 AM – 10:00 AM Executive Time
8:30 AM – 9:00 AM {EXDIR Led} Daily Intel Brief
10:00 AM – 10:30 AM Public Awareness Campaign Update
10:30 AM – 11:00 AM CISA Touchpoint with Tristan Harris
11:00 AM – 11:30 AM Quarterly Regional Sync
11:30 AM – 12:00 PM Executive Time
12:00 PM – 12:30 PM Touchpoint (Teams)
12:30 PM – 1:00 PM Executive Time
1:00 PM – 1:30 PM Touchpoint Lunch: Dallas Brown
1:30 PM – 2:30 PM Executive Time
2:30 PM – 3:00 PM Weekly Sync with U/S Silvers
3:00 PM – 3:30 PM Weekly Check-In with Chris Inglis
3:30 PM – 4:00 PM Bi-Weekly 1:1 with Valerie Cofield
4:00 PM – 4:30 PM Executive Time
4:30 PM – 5:00 PM 1. 1 Sync with Kim Wyman
5:00 PM – 5:15 PM Daily Wrap-Up
5:15 PM – 6:00 PM Free
After 6:00 PM Free

Sat, Nov 19 – Sun, Nov 20

All Day Free

Mon, Nov 21

All Day RESCHEDULING Monthly Cyber Policy Meeting
Before 6:30 AM Free
6:30 AM – 7:30 AM Free
7:30 AM – 8:00 AM Daily Check-In

	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
	8:15 AM – 9:00 AM	Travel to USSS
	8:30 AM – 9:00 AM	[DDIR-Led] New Employee Orientation (Remarks)
	8:30 AM – 9:00 AM	[EXDIR-Led] Daily Intel Brief
	9:00 AM – 10:00 AM	{Internal} Monthly In-Person_S1 Leadership Weekly
☑	9:00 AM – 10:00 AM	9:00 In Person Leadership Weekly
	9:30 AM – 10:00 AM	Monthly Touchpoint with CCI
	10:00 AM – 10:45 AM	Return to Glebe
	10:45 AM – 11:00 AM	Free
	11:00 AM – 11:30 AM	Bi-Weekly Sync w/ EAD Goldstein
	11:30 AM – 12:00 PM	Touchpoint with (b) (6)
	12:00 PM – 12:15 PM	Touchpoint (b) (6) on White House Fellows Speaking Engagement
	12:15 PM – 12:30 PM	Free
	12:30 PM – 1:00 PM	K-12 Report
	1:00 PM – 1:30 PM	Monthly Touchpoint with Amy Cohen and Meagan Wolfe
	1:30 PM – 2:00 PM	Executive Time
	2:00 PM – 2:30 PM	Prep for December CSAC
	2:30 PM – 3:00 PM	Touchpoint: CISA / Ernst & Young
	3:00 PM – 5:00 PM	OCC Prep
	5:00 PM – 5:15 PM	Daily Wrap-Up
	5:15 PM – 6:00 PM	Free
☐	After 6:00 PM	Free

Tue, Nov 22

☐	Before 6:30 AM	Free
	6:30 AM – 7:30 AM	Free
	7:30 AM – 8:00 AM	Daily Check-In
	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
	8:15 AM – 9:00 AM	Daily Intel Brief
	9:00 AM – 3:00 PM	OCC Prep
☑	11:35 AM – 11:50 AM	11:35 SEC Follow-up
	3:00 PM – 3:15 PM	Free
	3:15 PM – 4:00 PM	(b) (7)(E) Michael Pezzullo, Australia's Secretary of Home Affairs
	4:00 PM – 5:00 PM	Executive Time
	5:00 PM – 6:00 PM	Free
☐	After 6:00 PM	Free

Wed, Nov 23

☐	Before 6:30 AM	Free
	6:30 AM – 8:15 AM	Free
	8:15 AM – 8:45 AM	Monthly Sync with Rob Joyce (NSA)

8:45 AM – 9:00 AM Free

9:00 AM – 10:00 AM Weekly Sync with FO Leadership

10:00 AM – 10:30 AM Weekly 1:1 with AD Bean

10:30 AM – 11:00 AM Weekly Check-In with Chris Inglis

11:00 AM – 12:00 PM OCA Training & Computer Display Options

12:00 PM – 12:30 PM Look-Ahead & Check-Out (b) (6)


12:30 PM – 5:00 PM Executive Time & Work From Home

5:00 PM – 6:00 PM Free


After 6:00 PM Free

Thu, Nov 24

 All Day Thanksgiving Day [Federal Holiday]

 1:00 PM – 2:00 PM THANKSGIVING DAY

- Fri, Nov 25

 **Before 6:30 AM Free**


6:30 AM – 6:00 PM Free

 **After 6:00 PM Free**

— Sat, Nov 26

 **All Day Free**


— Sun, Nov 27

 **Before 3:30 PM Free**

 3:30 PM – 4:00 PM Monthly MEO Check-In

 **After 4:00 PM Free**

Mon, Nov 28

 **Before 6:30 AM Free**

6:30 AM – 7:30 AM Free

7:30 AM – 8:00 AM Daily Check-In

8:00 AM – 8:15 AM 8:00 Daily Leadership Sync

8:15 AM – 8:30 AM Free

8:30 AM – 9:00 AM Daily Intel Brief

9:00 AM – 9:30 AM 9:00 Leadership Weekly

9:00 AM – 9:30 AM S1 Leadership Weekly

9:30 AM – 11:30 AM Executive Time

11:30 AM – 12:00 PM Weekly Sync with DDIR

12:00 PM – 12:30 PM Executive Time

12:30 PM – 1:00 PM Weekly with Billy Bob Brown (ECD)

1:00 PM – 1:30 PM Touchpoint with Alex Tosheff
 1:30 PM – 2:00 PM Executive Time
 2:00 PM – 2:30 PM 1. 1 Sync with Kim Wyman
 2:30 PM – 3:00 PM Alaina Clark & DIR 1:1
 3:00 PM – 4:00 PM Prep for December CSAC with Chair & Vice Chair
 4:00 PM – 5:00 PM Executive Time
 5:00 PM – 5:15 PM Daily Wrap-Up
5:15 PM – 6:00 PM Free
After 6:00 PM Free

Tue, Nov 29

All Day *TBR* Prep for Call with General VanHerck
 All Day RESCHEDULING Monthly CISA Operational Update

Before 6:30 AM Free
6:30 AM – 7:30 AM Free
 7:30 AM – 8:00 AM Daily Check-In
 8:00 AM – 8:15 AM 8:00 Daily Leadership Sync
 8:15 AM – 9:00 AM Daily Intel Brief
 9:00 AM – 9:30 AM Prep for 30 November ESCC Meeting
 9:30 AM – 10:30 AM Executive Time
 10:30 AM – 11:00 AM Director Easterly's Office Hours
 11:00 AM – 11:30 AM Touchpoint with Dr. Sharon Zelmanowitz
 11:30 AM – 12:30 PM Executive Time
 12:30 PM – 1:00 PM Bi-Weekly 1:1 with David Mussington
 1:00 PM – 1:30 PM 2022 Election AAR
1:30 PM – 2:00 PM Free
 2:00 PM – 2:30 PM Executive Time
 2:30 PM – 3:00 PM DIR Meet & Greet w/ Jay Gamble - RD4
 3:00 PM – 3:30 PM Executive Time
 3:30 PM – 4:30 PM Weekly Sync with FO Leadership
 4:30 PM – 5:00 PM Internal Touchpoint: FO & CSD
 5:00 PM – 5:15 PM Daily Wrap-Up
5:15 PM – 6:00 PM Free
After 6:00 PM Free

Wed, Nov 30

Before 6:30 AM Free
6:30 AM – 8:00 AM Free
 8:00 AM – 8:15 AM 8:00 Daily Leadership Sync
 8:15 AM – 9:00 AM (b) (7)(E)
 9:00 AM – 9:45 AM Touchpoint with NASS Executive Director & Deputy Executive Director
9:45 AM – 10:00 AM Free

10:00 AM – 11:00 AM Cyber Pay Update
11:00 AM – 11:30 AM **Weekly Touchpoint: Lisa Einstein**
11:30 AM – 12:00 PM Federal Acquisition Security Council (FASC) Update
12:00 PM – 12:30 PM Executive Time
12:30 PM – 1:00 PM Finalizing Social Media Policies
1:00 PM – 1:30 PM Touchpoint with Nick Rasmussen
1:30 PM – 2:00 PM Executive Time
2:00 PM – 2:30 PM Travel to ODNI Bethesda Campus
2:30 PM – 4:30 PM Classified ESCC Small-Group Meeting
4:30 PM – 5:30 PM Travel to Glebe
5:30 PM – 5:45 PM Daily Wrap-Up
5:45 PM – 6:00 PM Free

After 6:00 PM Free