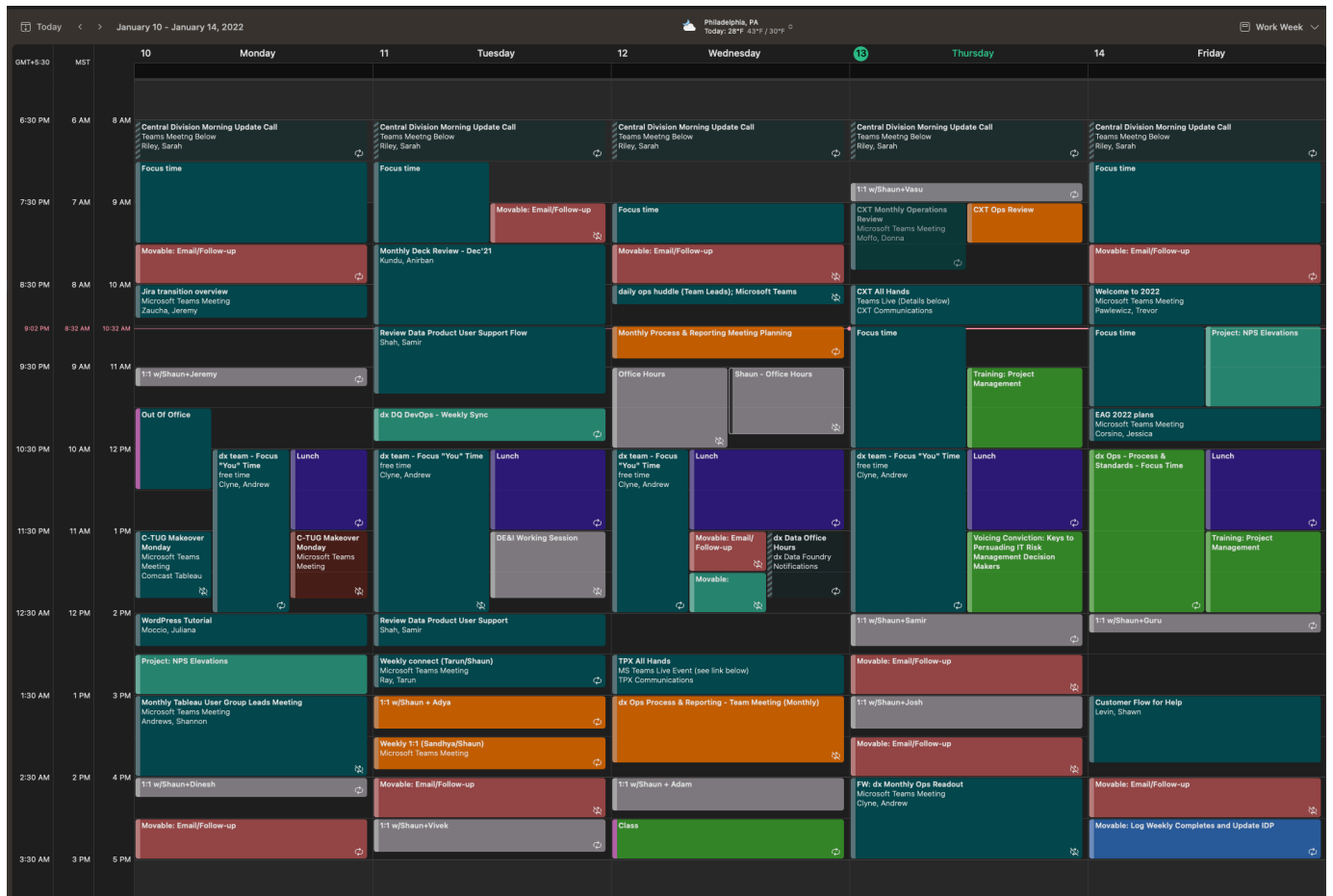


Student: Shaun Cole

Email: shaun.cole@temple.edu

Purpose: PRO Points for MIS – 2022 Spring term

Description: 4 screenshots showing my work calendar (outlook) and my personal calendar (google calendar).



	17 Monday	18 Tuesday	19 Wednesday	20 Thursday	21 Friday
GMT+5:30	Office Closed - Comcast Holiday: Martin Luther King Jr. Day Martin Luther King Day, United States		8:00 AM	Adya - OOO	
6:30 PM	6 AM	8 AM	8 AM	8 AM	8 AM
		Central Division Morning Update Call Teams Meeting Below Riley, Sarah	Central Division Morning Update Call Teams Meeting Below Riley, Sarah	Central Division Morning Update Call Teams Meeting Below Riley, Sarah	Central Division Morning Update Call Teams Meeting Below Riley, Sarah
		Focus time	Focus time	1:11 w/Shawn+Vijay	Focus time
7:30 PM	7 AM	9 AM	9 AM	9 AM	9 AM
		1:11 w/Shawn+Pushpendu	EAG DE&I Follow-ups	Movable: Build Data viz for 1/24	Movable: Email/Follow-up
8:30 PM	8 AM	10 AM	10 AM	10 AM	10 AM
		daily ops huddle (Team Leads) 2022 Winter Olympics Change Management Lis, David	daily ops huddle (Team Leads); Microsoft Teams	Bi-weekly Service and Ops Lead Sync Microsoft Teams Meeting Ray, Tarun	Focus time
		Movable: Email/Follow-up	Movable: Email/Follow-up		
9:30 PM	9 AM	11 AM	11 AM	11 AM	11 AM
		Movable: Email/Follow-up	Shaun - Weekly One on One Teams Levin, Shawn	Data Engineering, Architecture, Product & Stewardship bi-weekly sync Microsoft Teams Meeting Corsini, Michelle	Movable: Review/Update Career Profile With Recent Completes
		dx DQ DevOps - Weekly Sync	Movable: Email/Follow-up		
10:30 PM	10 AM	12 PM	10 AM	12 PM	10 AM
		dx team - Focus "You" Time free time Clyne, Andrew	Lunch	dx team - Focus "You" Time free time Clyne, Andrew	dx team - Focus "You" Time free time Clyne, Andrew
		C-TUG Makeover Monday Microsoft Teams Meeting	CTUG MM - Working Session - Prep for next data sets	Movable: Build Data viz for 1/24	dx Ops - Process & Standards - Focus Time
11:30 PM	11 AM	1 PM	11 AM	1 PM	11 AM
12:30 PM	12 PM	2 PM	12 PM	2 PM	12 PM
		Bi-Weekly 1:1 (Shawn/Shaun) Microsoft Teams Meeting	Movable: DQFRAME Status Updates	Focus time	Shaun : Ryan Sync Goulden, Ryan
		Weekly connect (Tarun/Shaun) Microsoft Teams Meeting Ray, Tarun	Office Hours	Movable: Email/Follow-up	1:1 w/Shawn+Mike
1:30 PM	1 PM	3 PM	1 PM	3 PM	1 PM
		Weekly 1:1 (Sandhya/Shaun) Microsoft Teams Meeting	1:11 w/Shawn+Naveen		Wade/Shaun Mentoring Session Fox, Wade
2:30 PM	2 PM	4 PM	2 PM	4 PM	2 PM
		Prep Meeting to Review user Microsoft Teams Meeting KUMAR, DINESH	DQ Jobs ownership and Microsoft Teams Meeting Madiseti, Naveen	Movable: Email/Follow-up	Movable: Email/Follow-up
		Customer Help Model Levin, Shawn	Weekly Tickets / Ops Readout Microsoft Teams Meeting Meadow, Stephen	Weekly ex ED&DQ Connect Microsoft Teams Meeting Levin, Shawn	Movable: Log Weekly Completes and Update IDP
3:30 AM	3 PM	5 PM	3 PM	5 PM	3 PM

