

Annex A

Subject	Location	Start	End
Inspection and review digital solution	Boardroom, Optima vc to Boardroom, DH and Conference room, EH	Wed 21/06/2017 10:00	Wed 21/06/2017 12:00
Meet Exception UK: Glasgow Office		Mon 24/04/2017 16:00	Mon 24/04/2017 17:00
Exception/Education Scotland catch-up	Optima	Thu 20/04/2017 11:30	Thu 20/04/2017 12:30
Exception UK: Phone call		Thu 06/04/2017 14:30	Thu 06/04/2017 15:30
Inspection screens flow	1 Bash Street, Dundee	Thu 30/03/2017 10:00	Thu 30/03/2017 11:00
Weekly review	Buchanan Street, Glasgow	Thu 23/03/2017 16:00	Thu 23/03/2017 17:00
Digital Inspections weekly review	Online & 69 Buchanan Street, Glasgow	Fri 17/03/2017 10:00	Fri 17/03/2017 11:00
Exception UK	Regis House: Buchanan Street	Mon 13/03/2017 13:30	Mon 13/03/2017 15:30
FW: Weekly review - Digital Inspections	1 Bash Street, Dundee DD1 1NJ	Fri 10/03/2017 11:00	Fri 10/03/2017 12:30
Weekly review - Digital Inspections	Buchanan Room, 69 Buchanan Street, Glasgow	Fri 03/03/2017 10:00	Fri 03/03/2017 11:00
Sitemap review & first weekly update	69 Buchanan Street	Mon 27/02/2017 13:00	Mon 27/02/2017 14:00
Meeting Exception UK	Meeting room Optima Confucius classroom 7th floor (12)	Mon 20/02/2017 11:00	Mon 20/02/2017 12:00
Waracle/ES follow up call	Conf call	Mon 20/02/2017 14:00	Mon 20/02/2017 15:00
ES/Exception	Robertson Street	Mon 20/02/2017 11:00	Mon 20/02/2017 12:00
Education Scotland/Waracle conf call	Call	Tue 14/02/2017 14:00	Tue 14/02/2017 15:00

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Exception UK/ Strategy review	Meeting room Optima Classroom 7th floor (12) Optima	Mon 30/01/2017 09:00 Mon 30/01/2017 09:00	Mon 30/01/2017 11:00 Mon 30/01/2017 11:00
Exception UK	Meeting room Optima Borders 2 8th floor (6)	Thu 26/01/2017 09:00	Thu 26/01/2017 11:00
Exception UK: catch up		Thu 26/01/2017 09:00	Thu 26/01/2017 10:00
Exception UK catch up	Meeting room Optima Borders 1 8th floor (12)	Wed 11/01/2017 14:00	Wed 11/01/2017 15:00
Exception UK:	Optima	Wed 11/01/2017 14:00	Wed 11/01/2017 15:00
Exception UK meeting	Meeting room Optima Lowlands 9th floor (12)	Tue 10/01/2017 10:00	Tue 10/01/2017 11:00
Exception/Education Scotland	Robertson Street	Wed 07/12/2016 11:00	Wed 07/12/2016 12:00
ES/Exception catchup	TBC	Tue 01/11/2016 13:00	Tue 01/11/2016 14:00
Inspection and Review GAP analysis position update	Denholm, COO office : Livingston	Fri 30/09/2016 13:00	Fri 30/09/2016 14:00
Exception UK	Meeting room Optima Highlands 2 9th floor (10)	Thu 29/09/2016 09:00	Thu 29/09/2016 10:30
catch up: Exception UK:	Meeting room Optima Highlands 1 9th floor (10)	Wed 14/09/2016 09:00	Wed 14/09/2016 10:00
Exception UK: Catch up (Insp and review study)	Meeting room Optima Classroom 7th floor (12)	Mon 22/08/2016 09:30	Mon 22/08/2016 10:30
Exception UK catch up	Meeting room Optima Confucius classroom 7th floor (12)	Wed 17/08/2016 12:30	Wed 17/08/2016 14:00
Exception UK meeting	Optima	Thu 04/08/2016 13:00	Thu 04/08/2016 15:00
Exception UK meeting	Meeting room Optima Boardroom 9th floor (18)	Mon 01/08/2016 14:00	Mon 01/08/2016 17:00