

Year	Month	Day	Event/Activity	Location	Time	Duration	Frequency	Priority	Status	Remarks
2023	Jan	01	Annual Meeting	Room 101	09:00	04:00	1	High	Completed	
2023	Jan	05	Training Session	Room 201	10:00	02:00	1	Medium	Completed	
2023	Jan	10	Team Building	Outdoor	14:00	03:00	1	Low	Completed	
2023	Jan	15	Client Meeting	Room 101	11:00	01:00	1	High	Completed	
2023	Jan	20	Project Review	Room 301	13:00	02:00	1	Medium	Completed	
2023	Jan	25	Networking Event	Room 401	18:00	02:00	1	Low	Completed	
2023	Jan	31	Year-End Review	Room 101	09:00	04:00	1	High	Completed	
2023	Feb	01	Project Kick-off	Room 101	09:00	04:00	1	High	In Progress	
2023	Feb	05	Client Presentation	Room 101	10:00	02:00	1	High	Completed	
2023	Feb	10	Team Meeting	Room 201	11:00	01:00	1	Medium	Completed	
2023	Feb	15	Project Update	Room 301	13:00	02:00	1	Medium	In Progress	
2023	Feb	20	Client Meeting	Room 101	14:00	01:00	1	High	Completed	
2023	Feb	25	Team Meeting	Room 201	15:00	01:00	1	Medium	Completed	
2023	Feb	31	Project Review	Room 301	16:00	02:00	1	Medium	In Progress	
2023	Mar	01	Client Meeting	Room 101	17:00	01:00	1	High	Completed	
2023	Mar	05	Team Meeting	Room 201	18:00	01:00	1	Medium	Completed	
2023	Mar	10	Project Update	Room 301	19:00	02:00	1	Medium	In Progress	
2023	Mar	15	Client Meeting	Room 101	20:00	01:00	1	High	Completed	
2023	Mar	20	Team Meeting	Room 201	21:00	01:00	1	Medium	Completed	
2023	Mar	25	Project Review	Room 301	22:00	02:00	1	Medium	In Progress	
2023	Mar	31	Client Meeting	Room 101	23:00	01:00	1	High	Completed	
2023	Apr	01	Team Meeting	Room 201	09:00	01:00	1	Medium	Completed	
2023	Apr	05	Project Update	Room 301	10:00	02:00	1	Medium	In Progress	
2023	Apr	10	Client Meeting	Room 101	11:00	01:00	1	High	Completed	
2023	Apr	15	Team Meeting	Room 201	12:00	01:00	1	Medium	Completed	
2023	Apr	20	Project Review	Room 301	13:00	02:00	1	Medium	In Progress	
2023	Apr	25	Client Meeting	Room 101	14:00	01:00	1	High	Completed	
2023	Apr	30	Team Meeting	Room 201	15:00	01:00	1	Medium	Completed	
2023	May	01	Project Update	Room 301	16:00	02:00	1	Medium	In Progress	
2023	May	05	Client Meeting	Room 101	17:00	01:00	1	High	Completed	
2023	May	10	Team Meeting	Room 201	18:00	01:00	1	Medium	Completed	
2023	May	15	Project Review	Room 301	19:00	02:00	1	Medium	In Progress	
2023	May	20	Client Meeting	Room 101	20:00	01:00	1	High	Completed	
2023	May	25	Team Meeting	Room 201	21:00	01:00	1	Medium	Completed	
2023	May	31	Project Update	Room 301	22:00	02:00	1	Medium	In Progress	



