

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Notes	Responsible	Status	Start Date	End Date	Created	Updated
2023	1	15	10:00	Office	Meeting	1 hour	Weekly	High	Discuss project progress	John Doe	Completed	2023-01-15	2023-01-15	2023-01-15	2023-01-15
2023	2	1	14:00	Client Site	Site Visit	2 hours	Monthly	Medium	Check equipment status	Jane Smith	Completed	2023-02-01	2023-02-01	2023-02-01	2023-02-01
2023	3	1	09:00	Office	Training	3 hours	Quarterly	High	New software training	Mike Johnson	Completed	2023-03-01	2023-03-01	2023-03-01	2023-03-01
2023	4	1	16:00	Office	Review	1 hour	Weekly	Medium	Weekly performance review	Sarah Lee	Completed	2023-04-01	2023-04-01	2023-04-01	2023-04-01
2023	5	1	11:00	Office	Meeting	1 hour	Weekly	High	Project status meeting	John Doe	Completed	2023-05-01	2023-05-01	2023-05-01	2023-05-01