

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Notes	Responsible	Status	Comments
2023	10	27	10:00	Office	Meeting with team	1 hour	Weekly	High	Discuss project progress and next steps.	John Doe	Completed	Meeting went well, all tasks assigned.
2023	10	28	14:00	Office	Client presentation	2 hours	Monthly	High	Present new product features to client.	Jane Smith	In Progress	Client is interested in the new features.
2023	10	29	09:00	Office	Team training	1.5 hours	Quarterly	Medium	Training on new software tools.	Mike Johnson	Completed	Team showed good engagement during training.
2023	10	30	16:00	Office	Project review	1 hour	Weekly	High	Review project status and risks.	John Doe	Completed	Project is on track, minor risks identified.