

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	John Doe	Completed	Meeting went well, all tasks on track.
2023	10	28	14:00	Office	Client presentation	2 hours	Monthly	High	Present new product features	Jane Smith	In Progress	Client feedback is positive.
2023	10	29	09:00	Office	Code review	1.5 hours	Daily	Medium	Review pull request	Mike Johnson	Completed	Code quality is good.
2023	10	30	16:00	Office	Team training	1 hour	Quarterly	Low	Learn new tool	Emily White	Completed	Team enjoyed the session.