

Year	Month	Day	Time	Activity	Location	Duration	Frequency	Priority	Status	Notes	Responsible	Start Date	End Date	Progress	Comments
2023	Jan	01	08:00	Meeting	Room 101	1h	Weekly	High	Completed	Review Q4 performance	J. Doe	2023-01-01	2023-01-01	100%	
2023	Jan	02	09:00	Work	Office	8h	Daily	Medium	Ongoing	Developing new feature	A. Smith	2023-01-02	2023-01-02	50%	
2023	Jan	03	10:00	Workshop	Room 202	2h	Monthly	High	Completed	UX design workshop	M. Johnson	2023-01-03	2023-01-03	100%	
2023	Jan	04	14:00	Meeting	Room 101	1h	Weekly	High	Completed	Review Q4 performance	J. Doe	2023-01-04	2023-01-04	100%	
2023	Jan	05	09:00	Work	Office	8h	Daily	Medium	Ongoing	Developing new feature	A. Smith	2023-01-05	2023-01-05	50%	
2023	Jan	06	10:00	Workshop	Room 202	2h	Monthly	High	Completed	UX design workshop	M. Johnson	2023-01-06	2023-01-06	100%	
2023	Jan	07	14:00	Meeting	Room 101	1h	Weekly	High	Completed	Review Q4 performance	J. Doe	2023-01-07	2023-01-07	100%	
2023	Jan	08	09:00	Work	Office	8h	Daily	Medium	Ongoing	Developing new feature	A. Smith	2023-01-08	2023-01-08	50%	
2023	Jan	09	10:00	Workshop	Room 202	2h	Monthly	High	Completed	UX design workshop	M. Johnson	2023-01-09	2023-01-09	100%	
2023	Jan	10	14:00	Meeting	Room 101	1h	Weekly	High	Completed	Review Q4 performance	J. Doe	2023-01-10	2023-01-10	100%	
2023	Jan	11	09:00	Work	Office	8h	Daily	Medium	Ongoing	Developing new feature	A. Smith	2023-01-11	2023-01-11	50%	
2023	Jan	12	10:00	Workshop	Room 202	2h	Monthly	High	Completed	UX design workshop	M. Johnson	2023-01-12	2023-01-12	100%	
2023	Jan	13	14:00	Meeting	Room 101	1h	Weekly	High	Completed	Review Q4 performance	J. Doe	2023-01-13	2023-01-13	100%	
2023	Jan	14	09:00	Work	Office	8h	Daily	Medium	Ongoing	Developing new feature	A. Smith	2023-01-14	2023-01-14	50%	
2023	Jan	15	10:00	Workshop	Room 202	2h	Monthly	High	Completed	UX design workshop	M. Johnson	2023-01-15	2023-01-15	100%	
2023	Jan	16	14:00	Meeting	Room 101	1h	Weekly	High	Completed	Review Q4 performance	J. Doe	2023-01-16	2023-01-16	100%	
2023	Jan	17	09:00	Work	Office	8h	Daily	Medium	Ongoing	Developing new feature	A. Smith	2023-01-17	2023-01-17	50%	
2023	Jan	18	10:00	Workshop	Room 202	2h	Monthly	High	Completed	UX design workshop	M. Johnson	2023-01-18	2023-01-18	100%	
2023	Jan	19	14:00	Meeting	Room 101	1h	Weekly	High	Completed	Review Q4 performance	J. Doe	2023-01-19	2023-01-19	100%	
2023	Jan	20	09:00	Work	Office	8h	Daily	Medium	Ongoing	Developing new feature	A. Smith	2023-01-20	2023-01-20	50%	
2023	Jan	21	10:00	Workshop	Room 202	2h	Monthly	High	Completed	UX design workshop	M. Johnson	2023-01-21	2023-01-21	100%	
2023	Jan	22	14:00	Meeting	Room 101	1h	Weekly	High	Completed	Review Q4 performance	J. Doe	2023-01-22	2023-01-22	100%	
2023	Jan	23	09:00	Work	Office	8h	Daily	Medium	Ongoing	Developing new feature	A. Smith	2023-01-23	2023-01-23	50%	
2023	Jan	24	10:00	Workshop	Room 202	2h	Monthly	High	Completed	UX design workshop	M. Johnson	2023-01-24	2023-01-24	100%	
2023	Jan	25	14:00	Meeting	Room 101	1h	Weekly	High	Completed	Review Q4 performance	J. Doe	2023-01-25	2023-01-25	100%	
2023	Jan	26	09:00	Work	Office	8h	Daily	Medium	Ongoing	Developing new feature	A. Smith	2023-01-26	2023-01-26	50%	
2023	Jan	27	10:00	Workshop	Room 202	2h	Monthly	High	Completed	UX design workshop	M. Johnson	2023-01-27	2023-01-27	100%	
2023	Jan	28	14:00	Meeting	Room 101	1h	Weekly	High	Completed	Review Q4 performance	J. Doe	2023-01-28	2023-01-28	100%	
2023	Jan	29	09:00	Work	Office	8h	Daily	Medium	Ongoing	Developing new feature	A. Smith	2023-01-29	2023-01-29	50%	
2023	Jan	30	10:00	Workshop	Room 202	2h	Monthly	High	Completed	UX design workshop	M. Johnson	2023-01-30	2023-01-30	100%	
2023	Jan	31	14:00	Meeting	Room 101	1h	Weekly	High	Completed	Review Q4 performance	J. Doe	2023-01-31	2023-01-31	100%	









