

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Notes
2023	1	15	08:00	Office	Project Meeting	1 hour	Weekly	High	Discuss progress of Project X.
2023	1	20	14:00	Client Site	Client Meeting	30 minutes	Monthly	Medium	Review requirements with client.
2023	2	01	09:00	Office	Team Meeting	15 minutes	Daily	Low	Check in with team.
2023	2	15	10:00	Office	Code Review	1 hour	Bi-weekly	High	Review pull request for new feature.
2023	2	28	16:00	Office	Project Meeting	1 hour	Weekly	High	Final review of Project X.
2023	3	01	08:00	Office	Project Meeting	1 hour	Weekly	High	Start of new project Y.
2023	3	15	14:00	Client Site	Client Meeting	30 minutes	Monthly	Medium	Review progress of Project Y.
2023	3	30	09:00	Office	Team Meeting	15 minutes	Daily	Low	Check in with team.
2023	4	01	08:00	Office	Project Meeting	1 hour	Weekly	High	Review progress of Project Y.
2023	4	15	14:00	Client Site	Client Meeting	30 minutes	Monthly	Medium	Review progress of Project Y.
2023	4	30	09:00	Office	Team Meeting	15 minutes	Daily	Low	Check in with team.
2023	5	01	08:00	Office	Project Meeting	1 hour	Weekly	High	Review progress of Project Y.
2023	5	15	14:00	Client Site	Client Meeting	30 minutes	Monthly	Medium	Review progress of Project Y.
2023	5	30	09:00	Office	Team Meeting	15 minutes	Daily	Low	Check in with team.
2023	6	01	08:00	Office	Project Meeting	1 hour	Weekly	High	Review progress of Project Y.
2023	6	15	14:00	Client Site	Client Meeting	30 minutes	Monthly	Medium	Review progress of Project Y.
2023	6	30	09:00	Office	Team Meeting	15 minutes	Daily	Low	Check in with team.
2023	7	01	08:00	Office	Project Meeting	1 hour	Weekly	High	Review progress of Project Y.
2023	7	15	14:00	Client Site	Client Meeting	30 minutes	Monthly	Medium	Review progress of Project Y.
2023	7	30	09:00	Office	Team Meeting	15 minutes	Daily	Low	Check in with team.
2023	8	01	08:00	Office	Project Meeting	1 hour	Weekly	High	Review progress of Project Y.
2023	8	15	14:00	Client Site	Client Meeting	30 minutes	Monthly	Medium	Review progress of Project Y.
2023	8	30	09:00	Office	Team Meeting	15 minutes	Daily	Low	Check in with team.
2023	9	01	08:00	Office	Project Meeting	1 hour	Weekly	High	Review progress of Project Y.
2023	9	15	14:00	Client Site	Client Meeting	30 minutes	Monthly	Medium	Review progress of Project Y.
2023	9	30	09:00	Office	Team Meeting	15 minutes	Daily	Low	Check in with team.
2023	10	01	08:00	Office	Project Meeting	1 hour	Weekly	High	Review progress of Project Y.
2023	10	15	14:00	Client Site	Client Meeting	30 minutes	Monthly	Medium	Review progress of Project Y.
2023	10	30	09:00	Office	Team Meeting	15 minutes	Daily	Low	Check in with team.
2023	11	01	08:00	Office	Project Meeting	1 hour	Weekly	High	Review progress of Project Y.
2023	11	15	14:00	Client Site	Client Meeting	30 minutes	Monthly	Medium	Review progress of Project Y.
2023	11	30	09:00	Office	Team Meeting	15 minutes	Daily	Low	Check in with team.
2023	12	01	08:00	Office	Project Meeting	1 hour	Weekly	High	Review progress of Project Y.
2023	12	15	14:00	Client Site	Client Meeting	30 minutes	Monthly	Medium	Review progress of Project Y.
2023	12	30	09:00	Office	Team Meeting	15 minutes	Daily	Low	Check in with team.