

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Status	Notes	Responsible	Start Date	End Date	Progress	Comments
2023	Jan	1	08:00	Room 101	Meeting	30 min	1	High	Completed	Weekly meeting	J. Smith	2023-01-01	2023-01-01	100%	
2023	Jan	2	09:00	Room 102	Training	1 hour	1	Medium	In Progress	Quarterly training	M. Jones	2023-01-02	2023-01-02	50%	
2023	Jan	3	10:00	Room 103	Workshop	2 hours	1	High	Completed	Annual workshop	K. Brown	2023-01-03	2023-01-03	100%	
2023	Jan	4	11:00	Room 104	Conference	1.5 hours	1	High	Completed	Industry conference	L. Green	2023-01-04	2023-01-04	100%	
2023	Jan	5	12:00	Room 105	Workshop	1.5 hours	1	Medium	In Progress	Product workshop	N. White	2023-01-05	2023-01-05	75%	
2023	Jan	6	13:00	Room 106	Meeting	45 min	1	High	Completed	Project meeting	O. Black	2023-01-06	2023-01-06	100%	
2023	Jan	7	14:00	Room 107	Workshop	1.5 hours	1	Medium	In Progress	Design workshop	P. Grey	2023-01-07	2023-01-07	60%	
2023	Jan	8	15:00	Room 108	Conference	1.5 hours	1	High	Completed	Client conference	Q. Blue	2023-01-08	2023-01-08	100%	
2023	Jan	9	16:00	Room 109	Workshop	1.5 hours	1	Medium	In Progress	Marketing workshop	R. Yellow	2023-01-09	2023-01-09	80%	
2023	Jan	10	17:00	Room 110	Meeting	30 min	1	High	Completed	Team meeting	S. Purple	2023-01-10	2023-01-10	100%	
2023	Jan	11	18:00	Room 111	Workshop	1.5 hours	1	Medium	In Progress	HR workshop	T. Pink	2023-01-11	2023-01-11	40%	
2023	Jan	12	19:00	Room 112	Conference	1.5 hours	1	High	Completed	Partnership conference	U. Orange	2023-01-12	2023-01-12	100%	
2023	Jan	13	20:00	Room 113	Workshop	1.5 hours	1	Medium	In Progress	Finance workshop	V. Green	2023-01-13	2023-01-13	30%	
2023	Jan	14	21:00	Room 114	Meeting	30 min	1	High	Completed	Board meeting	W. Blue	2023-01-14	2023-01-14	100%	
2023	Jan	15	22:00	Room 115	Workshop	1.5 hours	1	Medium	In Progress	Legal workshop	X. Yellow	2023-01-15	2023-01-15	20%	
2023	Jan	16	23:00	Room 116	Conference	1.5 hours	1	High	Completed	Annual conference	Y. Purple	2023-01-16	2023-01-16	100%	
2023	Jan	17	00:00	Room 117	Workshop	1.5 hours	1	Medium	In Progress	IT workshop	Z. Pink	2023-01-17	2023-01-17	10%	
2023	Jan	18	01:00	Room 118	Meeting	30 min	1	High	Completed	Emergency meeting	AA. Orange	2023-01-18	2023-01-18	100%	
2023	Jan	19	02:00	Room 119	Workshop	1.5 hours	1	Medium	In Progress	Operations workshop	BB. Green	2023-01-19	2023-01-19	5%	
2023	Jan	20	03:00	Room 120	Conference	1.5 hours	1	High	Completed	Strategic conference	CC. Blue	2023-01-20	2023-01-20	100%	
2023	Jan	21	04:00	Room 121	Workshop	1.5 hours	1	Medium	In Progress	Customer workshop	DD. Yellow	2023-01-21	2023-01-21	15%	
2023	Jan	22	05:00	Room 122	Meeting	30 min	1	High	Completed	Weekly meeting	EE. Purple	2023-01-22	2023-01-22	100%	
2023	Jan	23	06:00	Room 123	Workshop	1.5 hours	1	Medium	In Progress	Product workshop	FF. Pink	2023-01-23	2023-01-23	10%	
2023	Jan	24	07:00	Room 124	Conference	1.5 hours	1	High	Completed	Industry conference	GG. Orange	2023-01-24	2023-01-24	100%	
2023	Jan	25	08:00	Room 125	Workshop	1.5 hours	1	Medium	In Progress	Design workshop	HH. Green	2023-01-25	2023-01-25	15%	
2023	Jan	26	09:00	Room 126	Meeting	30 min	1	High	Completed	Project meeting	II. Blue	2023-01-26	2023-01-26	100%	
2023	Jan	27	10:00	Room 127	Workshop	1.5 hours	1	Medium	In Progress	Marketing workshop	JJ. Yellow	2023-01-27	2023-01-27	20%	
2023	Jan	28	11:00	Room 128	Conference	1.5 hours	1	High	Completed	Client conference	KK. Purple	2023-01-28	2023-01-28	100%	
2023	Jan	29	12:00	Room 129	Workshop	1.5 hours	1	Medium	In Progress	Finance workshop	LL. Pink	2023-01-29	2023-01-29	25%	
2023	Jan	30	13:00	Room 130	Meeting	30 min	1	High	Completed	Team meeting	MM. Orange	2023-01-30	2023-01-30	100%	
2023	Jan	31	14:00	Room 131	Workshop	1.5 hours	1	Medium	In Progress	HR workshop	NN. Green	2023-01-31	2023-01-31	30%	