

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Status	Notes
2023	Jan	1	08:00	Room 101	Meeting	1h	1	High	Completed	Initial meeting with client.
2023	Jan	2	09:00	Room 102	Workshop	2h	1	Medium	Completed	Product workshop session.
2023	Jan	3	10:00	Room 103	Review	1h	1	Low	Completed	Weekly team review.
2023	Jan	4	11:00	Room 104	Training	1h	1	High	Completed	New hire training session.
2023	Jan	5	12:00	Room 105	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Jan	6	13:00	Room 106	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Jan	7	14:00	Room 107	Workshop	2h	1	Medium	Completed	Marketing workshop session.
2023	Jan	8	15:00	Room 108	Review	1h	1	Low	Completed	Weekly team review.
2023	Jan	9	16:00	Room 109	Training	1h	1	High	Completed	Product training session.
2023	Jan	10	17:00	Room 110	Workshop	2h	1	Medium	Completed	UX workshop session.
2023	Jan	11	18:00	Room 111	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Jan	12	19:00	Room 112	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Jan	13	20:00	Room 113	Review	1h	1	Low	Completed	Weekly team review.
2023	Jan	14	21:00	Room 114	Training	1h	1	High	Completed	New hire training session.
2023	Jan	15	22:00	Room 115	Workshop	2h	1	Medium	Completed	Marketing workshop session.
2023	Jan	16	23:00	Room 116	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Jan	17	00:00	Room 117	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Jan	18	01:00	Room 118	Review	1h	1	Low	Completed	Weekly team review.
2023	Jan	19	02:00	Room 119	Training	1h	1	High	Completed	Product training session.
2023	Jan	20	03:00	Room 120	Workshop	2h	1	Medium	Completed	UX workshop session.
2023	Jan	21	04:00	Room 121	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Jan	22	05:00	Room 122	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Jan	23	06:00	Room 123	Review	1h	1	Low	Completed	Weekly team review.
2023	Jan	24	07:00	Room 124	Training	1h	1	High	Completed	New hire training session.
2023	Jan	25	08:00	Room 125	Workshop	2h	1	Medium	Completed	Marketing workshop session.
2023	Jan	26	09:00	Room 126	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Jan	27	10:00	Room 127	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Jan	28	11:00	Room 128	Review	1h	1	Low	Completed	Weekly team review.
2023	Jan	29	12:00	Room 129	Training	1h	1	High	Completed	Product training session.
2023	Jan	30	13:00	Room 130	Workshop	2h	1	Medium	Completed	UX workshop session.
2023	Jan	31	14:00	Room 131	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Feb	1	15:00	Room 132	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Feb	2	16:00	Room 133	Review	1h	1	Low	Completed	Weekly team review.
2023	Feb	3	17:00	Room 134	Training	1h	1	High	Completed	New hire training session.
2023	Feb	4	18:00	Room 135	Workshop	2h	1	Medium	Completed	Marketing workshop session.
2023	Feb	5	19:00	Room 136	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Feb	6	20:00	Room 137	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Feb	7	21:00	Room 138	Review	1h	1	Low	Completed	Weekly team review.
2023	Feb	8	22:00	Room 139	Training	1h	1	High	Completed	Product training session.
2023	Feb	9	23:00	Room 140	Workshop	2h	1	Medium	Completed	UX workshop session.
2023	Feb	10	00:00	Room 141	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Feb	11	01:00	Room 142	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Feb	12	02:00	Room 143	Review	1h	1	Low	Completed	Weekly team review.
2023	Feb	13	03:00	Room 144	Training	1h	1	High	Completed	New hire training session.
2023	Feb	14	04:00	Room 145	Workshop	2h	1	Medium	Completed	Marketing workshop session.
2023	Feb	15	05:00	Room 146	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Feb	16	06:00	Room 147	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Feb	17	07:00	Room 148	Review	1h	1	Low	Completed	Weekly team review.
2023	Feb	18	08:00	Room 149	Training	1h	1	High	Completed	Product training session.
2023	Feb	19	09:00	Room 150	Workshop	2h	1	Medium	Completed	UX workshop session.
2023	Feb	20	10:00	Room 151	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Feb	21	11:00	Room 152	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Feb	22	12:00	Room 153	Review	1h	1	Low	Completed	Weekly team review.
2023	Feb	23	13:00	Room 154	Training	1h	1	High	Completed	New hire training session.
2023	Feb	24	14:00	Room 155	Workshop	2h	1	Medium	Completed	Marketing workshop session.
2023	Feb	25	15:00	Room 156	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Feb	26	16:00	Room 157	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Feb	27	17:00	Room 158	Review	1h	1	Low	Completed	Weekly team review.
2023	Feb	28	18:00	Room 159	Training	1h	1	High	Completed	Product training session.
2023	Feb	29	19:00	Room 160	Workshop	2h	1	Medium	Completed	UX workshop session.
2023	Feb	30	20:00	Room 161	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Mar	1	21:00	Room 162	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Mar	2	22:00	Room 163	Review	1h	1	Low	Completed	Weekly team review.
2023	Mar	3	23:00	Room 164	Training	1h	1	High	Completed	New hire training session.
2023	Mar	4	00:00	Room 165	Workshop	2h	1	Medium	Completed	Marketing workshop session.
2023	Mar	5	01:00	Room 166	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Mar	6	02:00	Room 167	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Mar	7	03:00	Room 168	Review	1h	1	Low	Completed	Weekly team review.
2023	Mar	8	04:00	Room 169	Training	1h	1	High	Completed	Product training session.
2023	Mar	9	05:00	Room 170	Workshop	2h	1	Medium	Completed	UX workshop session.
2023	Mar	10	06:00	Room 171	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Mar	11	07:00	Room 172	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Mar	12	08:00	Room 173	Review	1h	1	Low	Completed	Weekly team review.
2023	Mar	13	09:00	Room 174	Training	1h	1	High	Completed	New hire training session.
2023	Mar	14	10:00	Room 175	Workshop	2h	1	Medium	Completed	Marketing workshop session.
2023	Mar	15	11:00	Room 176	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Mar	16	12:00	Room 177	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Mar	17	13:00	Room 178	Review	1h	1	Low	Completed	Weekly team review.
2023	Mar	18	14:00	Room 179	Training	1h	1	High	Completed	Product training session.
2023	Mar	19	15:00	Room 180	Workshop	2h	1	Medium	Completed	UX workshop session.
2023	Mar	20	16:00	Room 181	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Mar	21	17:00	Room 182	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Mar	22	18:00	Room 183	Review	1h	1	Low	Completed	Weekly team review.
2023	Mar	23	19:00	Room 184	Training	1h	1	High	Completed	Product training session.
2023	Mar	24	20:00	Room 185	Workshop	2h	1	Medium	Completed	UX workshop session.
2023	Mar	25	21:00	Room 186	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Mar	26	22:00	Room 187	Workshop	2h	1	Medium	Completed	Design workshop session.
2023	Mar	27	23:00	Room 188	Review	1h	1	Low	Completed	Weekly team review.
2023	Mar	28	00:00	Room 189	Training	1h	1	High	Completed	New hire training session.
2023	Mar	29	01:00	Room 190	Workshop	2h	1	Medium	Completed	Marketing workshop session.
2023	Mar	30	02:00	Room 191	Meeting	1h	1	High	Completed	Client meeting - Q1.
2023	Mar	31	03:00	Room 192	Workshop	2h	1	Medium	Completed	Design workshop session.

Year	Month	Day	Time	Location	Activity	Participant	Duration	Frequency	Notes
2019	1	1	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of fractions
2019	1	2	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to decimals
2019	1	3	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Practice problems on decimals
2019	1	4	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving decimals
2019	1	5	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of fractions and decimals
2019	1	6	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to percentages
2019	1	7	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Converting fractions to percentages
2019	1	8	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Converting decimals to percentages
2019	1	9	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Real-world applications of percentages
2019	1	10	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of percentages
2019	1	11	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to ratios
2019	1	12	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Equivalent ratios
2019	1	13	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving ratios
2019	1	14	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of ratios
2019	1	15	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to unit rates
2019	1	16	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Calculating unit rates
2019	1	17	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving unit rates
2019	1	18	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of unit rates
2019	1	19	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to proportions
2019	1	20	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Equivalent proportions
2019	1	21	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving proportions
2019	1	22	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of proportions
2019	1	23	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to similar figures
2019	1	24	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Properties of similar figures
2019	1	25	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving similar figures
2019	1	26	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of similar figures
2019	1	27	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to scale drawings
2019	1	28	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Creating scale drawings
2019	1	29	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving scale drawings
2019	1	30	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of scale drawings
2019	1	31	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Final review of the unit
2019	2	1	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to area
2019	2	2	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Area of rectangles
2019	2	3	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Area of squares
2019	2	4	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Area of parallelograms
2019	2	5	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Area of triangles
2019	2	6	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Area of circles
2019	2	7	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Area of composite figures
2019	2	8	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving area
2019	2	9	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of area
2019	2	10	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to perimeter
2019	2	11	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Perimeter of rectangles
2019	2	12	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Perimeter of squares
2019	2	13	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Perimeter of parallelograms
2019	2	14	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Perimeter of triangles
2019	2	15	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Perimeter of circles
2019	2	16	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Perimeter of composite figures
2019	2	17	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving perimeter
2019	2	18	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of perimeter
2019	2	19	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to volume
2019	2	20	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Volume of rectangular prisms
2019	2	21	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Volume of cubes
2019	2	22	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Volume of cylinders
2019	2	23	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Volume of cones
2019	2	24	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Volume of spheres
2019	2	25	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Volume of composite figures
2019	2	26	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving volume
2019	2	27	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of volume
2019	2	28	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to surface area
2019	2	29	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Surface area of rectangular prisms
2019	2	30	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Surface area of cubes
2019	2	31	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Surface area of cylinders
2019	3	1	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Surface area of cones
2019	3	2	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Surface area of spheres
2019	3	3	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Surface area of composite figures
2019	3	4	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving surface area
2019	3	5	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of surface area
2019	3	6	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to probability
2019	3	7	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Basic probability
2019	3	8	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Probability of simple events
2019	3	9	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Probability of compound events
2019	3	10	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Probability of independent events
2019	3	11	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Probability of dependent events
2019	3	12	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Probability of mutually exclusive events
2019	3	13	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Probability of overlapping events
2019	3	14	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving probability
2019	3	15	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of probability
2019	3	16	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to statistics
2019	3	17	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Mean
2019	3	18	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Median
2019	3	19	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Mode
2019	3	20	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Range
2019	3	21	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Mean, median, mode, and range
2019	3	22	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving statistics
2019	3	23	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of statistics
2019	3	24	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Introduction to data analysis
2019	3	25	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Bar graphs
2019	3	26	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Line graphs
2019	3	27	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Pictographs
2019	3	28	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Dot plots
2019	3	29	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Word problems involving data analysis
2019	3	30	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Review of data analysis
2019	3	31	08:00	Room 101	Mathematics	John Doe	45 min	Weekly	Final review of the year

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Notes	Responsible	Status	Start Date	End Date	Created	Modified
2023	Jan	01	08:00	Office	Meeting	1h	Weekly	High	Review Q4 performance	John	Completed	2023-01-01	2023-01-01	2023-01-01	2023-01-01
2023	Jan	02	09:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-02	2023-01-02	2023-01-02	2023-01-02
2023	Jan	03	10:00	Office	Meeting	30m	Weekly	Low	Team sync	John	Ongoing	2023-01-03	2023-01-03	2023-01-03	2023-01-03
2023	Jan	04	14:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-04	2023-01-04	2023-01-04	2023-01-04
2023	Jan	05	16:00	Office	Meeting	1h	Weekly	High	Review Q4 performance	John	Completed	2023-01-05	2023-01-05	2023-01-05	2023-01-05
2023	Jan	06	09:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-06	2023-01-06	2023-01-06	2023-01-06
2023	Jan	07	10:00	Office	Meeting	30m	Weekly	Low	Team sync	John	Ongoing	2023-01-07	2023-01-07	2023-01-07	2023-01-07
2023	Jan	08	14:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-08	2023-01-08	2023-01-08	2023-01-08
2023	Jan	09	16:00	Office	Meeting	1h	Weekly	High	Review Q4 performance	John	Completed	2023-01-09	2023-01-09	2023-01-09	2023-01-09
2023	Jan	10	09:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-10	2023-01-10	2023-01-10	2023-01-10
2023	Jan	11	10:00	Office	Meeting	30m	Weekly	Low	Team sync	John	Ongoing	2023-01-11	2023-01-11	2023-01-11	2023-01-11
2023	Jan	12	14:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-12	2023-01-12	2023-01-12	2023-01-12
2023	Jan	13	16:00	Office	Meeting	1h	Weekly	High	Review Q4 performance	John	Completed	2023-01-13	2023-01-13	2023-01-13	2023-01-13
2023	Jan	14	09:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-14	2023-01-14	2023-01-14	2023-01-14
2023	Jan	15	10:00	Office	Meeting	30m	Weekly	Low	Team sync	John	Ongoing	2023-01-15	2023-01-15	2023-01-15	2023-01-15
2023	Jan	16	14:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-16	2023-01-16	2023-01-16	2023-01-16
2023	Jan	17	16:00	Office	Meeting	1h	Weekly	High	Review Q4 performance	John	Completed	2023-01-17	2023-01-17	2023-01-17	2023-01-17
2023	Jan	18	09:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-18	2023-01-18	2023-01-18	2023-01-18
2023	Jan	19	10:00	Office	Meeting	30m	Weekly	Low	Team sync	John	Ongoing	2023-01-19	2023-01-19	2023-01-19	2023-01-19
2023	Jan	20	14:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-20	2023-01-20	2023-01-20	2023-01-20
2023	Jan	21	16:00	Office	Meeting	1h	Weekly	High	Review Q4 performance	John	Completed	2023-01-21	2023-01-21	2023-01-21	2023-01-21
2023	Jan	22	09:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-22	2023-01-22	2023-01-22	2023-01-22
2023	Jan	23	10:00	Office	Meeting	30m	Weekly	Low	Team sync	John	Ongoing	2023-01-23	2023-01-23	2023-01-23	2023-01-23
2023	Jan	24	14:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-24	2023-01-24	2023-01-24	2023-01-24
2023	Jan	25	16:00	Office	Meeting	1h	Weekly	High	Review Q4 performance	John	Completed	2023-01-25	2023-01-25	2023-01-25	2023-01-25
2023	Jan	26	09:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-26	2023-01-26	2023-01-26	2023-01-26
2023	Jan	27	10:00	Office	Meeting	30m	Weekly	Low	Team sync	John	Ongoing	2023-01-27	2023-01-27	2023-01-27	2023-01-27
2023	Jan	28	14:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-28	2023-01-28	2023-01-28	2023-01-28
2023	Jan	29	16:00	Office	Meeting	1h	Weekly	High	Review Q4 performance	John	Completed	2023-01-29	2023-01-29	2023-01-29	2023-01-29
2023	Jan	30	09:00	Office	Work	8h	Daily	Medium	Project X development	Jane	Ongoing	2023-01-30	2023-01-30	2023-01-30	2023-01-30
2023	Jan	31	10:00	Office	Meeting	30m	Weekly	Low	Team sync	John	Ongoing	2023-01-31	2023-01-31	2023-01-31	2023-01-31