

Year	Month	Day	Event	Category	Priority	Status	Responsible	Assigned	Completed	Notes	Location	Time	Duration	Frequency	Recurring	Calendar	Color	Label
2024	01	01	Regular meeting of the Board of Directors	Meeting	High	Completed	John Doe	John Doe	John Doe	Meeting minutes and action items distributed.	Boardroom	10:00	1:00	Quarterly	Yes	Board Meeting		
2024	01	02	Marketing strategy review and planning	Marketing	High	In Progress	Jane Smith	Jane Smith	Jane Smith	Finalizing the Q1 2024 marketing budget and key messages.	Marketing Dept	09:00	12:00	Weekly	Yes	Marketing Strategy		
2024	01	03	Product development - New feature X	Development	Medium	On Hold	Mike Chen	Mike Chen	Mike Chen	Feature X is on hold due to resource allocation.	Development	08:00	05:00	Daily	No	Product Dev		
2024	01	04	Customer support training	Training	Medium	Completed	Sarah Lee	Sarah Lee	Sarah Lee	All customer support team members completed training.	Training Room	14:00	17:00	Quarterly	Yes	Customer Support		
2024	01	05	Finance report review	Finance	High	Completed	David Kim	David Kim	David Kim	Q4 2023 financial report review and approval.	Finance Dept	09:00	11:00	Quarterly	Yes	Finance Report		
2024	01	06	HR recruitment - New hire	HR	Medium	In Progress	Emily White	Emily White	Emily White	Interviewing candidates for the new marketing role.	HR Dept	10:00	12:00	Weekly	Yes	Recruitment		
2024	01	07	IT system upgrade - CRM	IT	High	On Hold	Chris Brown	Chris Brown	Chris Brown	CRM upgrade postponed until Q2 2024.	IT Dept	08:00	17:00	Daily	No	IT System		
2024	01	08	Legal review - New contract	Legal	High	Completed	Alice Green	Alice Green	Alice Green	New contract terms reviewed and approved.	Legal Dept	09:00	12:00	Weekly	Yes	Legal Review		
2024	01	09	Operations meeting - Supply chain	Operations	Medium	In Progress	Bob Black	Bob Black	Bob Black	Discussing supply chain issues and mitigation plans.	Operations Dept	10:00	12:00	Weekly	Yes	Operations		
2024	01	10	Sales performance review	Sales	High	Completed	Carol Blue	Carol Blue	Carol Blue	Reviewing Q4 sales performance across all regions.	Sales Dept	09:00	12:00	Quarterly	Yes	Sales Review		
2024	01	11	Project management - Website redesign	Project	High	In Progress	Frank Purple	Frank Purple	Frank Purple	Website redesign project is 75% complete.	Project Mgmt	08:00	17:00	Daily	No	Project Mgmt		
2024	01	12	Customer feedback analysis	Customer	Medium	Completed	Grace Yellow	Grace Yellow	Grace Yellow	Analysis of customer feedback from recent surveys.	Customer Support	10:00	12:00	Weekly	Yes	Customer Feedback		
2024	01	13	Marketing campaign launch	Marketing	High	Completed	Henry Cyan	Henry Cyan	Henry Cyan	Successful launch of the new marketing campaign.	Marketing Dept	08:00	17:00	Daily	No	Marketing Campaign		
2024	01	14	Product testing - Beta users	Development	Medium	In Progress	Ivy Magenta	Ivy Magenta	Ivy Magenta	Gathering feedback from beta users on new features.	Development	09:00	12:00	Weekly	Yes	Product Testing		
2024	01	15	Finance audit - Q4	Finance	High	Completed	Jack Olive	Jack Olive	Jack Olive	Q4 financial audit completed with no issues.	Finance Dept	08:00	17:00	Quarterly	Yes	Finance Audit		
2024	01	16	HR onboarding - New employee	HR	Medium	Completed	Karen Gold	Karen Gold	Karen Gold	New employee successfully onboarded.	HR Dept	09:00	12:00	Weekly	Yes	HR Onboarding		
2024	01	17	IT security update - Patch	IT	High	Completed	Leo Silver	Leo Silver	Leo Silver	Security patches applied to all systems.	IT Dept	08:00	17:00	Daily	No	IT Security		
2024	01	18	Operations meeting - Production	Operations	Medium	In Progress	Mia Bronze	Mia Bronze	Mia Bronze	Reviewing production status and quality control.	Operations Dept	10:00	12:00	Weekly	Yes	Operations Meeting		
2024	01	19	Sales strategy session	Sales	High	Completed	Noah Copper	Noah Copper	Noah Copper	Strategic session for Q1 2024 sales goals.	Sales Dept	09:00	12:00	Quarterly	Yes	Sales Strategy		
2024	01	20	Project management - IT infrastructure	Project	High	In Progress	Olivia Tin	Olivia Tin	Olivia Tin	IT infrastructure project is on track.	Project Mgmt	08:00	17:00	Daily	No	Project Mgmt		
2024	01	21	Customer support training - Advanced	Training	Medium	Completed	Peter Lead	Peter Lead	Peter Lead	Advanced customer support training completed.	Training Room	14:00	17:00	Quarterly	Yes	Customer Support		
2024	01	22	Finance report review - Q1	Finance	High	Completed	Quinn Zinc	Quinn Zinc	Quinn Zinc	Q1 2024 financial report review.	Finance Dept	09:00	12:00	Quarterly	Yes	Finance Report		
2024	01	23	Marketing campaign review	Marketing	Medium	In Progress	Rachel Nickel	Rachel Nickel	Rachel Nickel	Evaluating the performance of the marketing campaign.	Marketing Dept	10:00	12:00	Weekly	Yes	Marketing Campaign		
2024	01	24	Product development - Feature Y	Development	Medium	In Progress	Sam Tin	Sam Tin	Sam Tin	Development of feature Y is underway.	Development	08:00	17:00	Daily	No	Product Dev		
2024	01	25	HR recruitment - Senior role	HR	High	In Progress	Tina Lead	Tina Lead	Tina Lead	Recruiting for a senior-level position.	HR Dept	09:00	12:00	Weekly	Yes	Recruitment		
2024	01	26	IT system upgrade - Server	IT	High	On Hold	Uma Silver	Uma Silver	Uma Silver	Server upgrade postponed.	IT Dept	08:00	17:00	Daily	No	IT System		
2024	01	27	Legal review - Intellectual property	Legal	High	Completed	Victor Gold	Victor Gold	Victor Gold	IP review of new product line completed.	Legal Dept	09:00	12:00	Weekly	Yes	Legal Review		
2024	01	28	Operations meeting - Logistics	Operations	Medium	In Progress	Wendy Lead	Wendy Lead	Wendy Lead	Logistics meeting to optimize shipping routes.	Operations Dept	10:00	12:00	Weekly	Yes	Operations		
2024	01	29	Sales performance review - Q1	Sales	High	Completed	Xavier Lead	Xavier Lead	Xavier Lead	Q1 sales performance review across all teams.	Sales Dept	09:00	12:00	Quarterly	Yes	Sales Review		
2024	01	30	Project management - User interface	Project	High	In Progress	Yara Lead	Yara Lead	Yara Lead	User interface design for new product.	Project Mgmt	08:00	17:00	Daily	No	Project Mgmt		
2024	01	31	Customer support training - New software	Training	Medium	Completed	Zoe Lead	Zoe Lead	Zoe Lead	Training on new customer support software.	Training Room	14:00	17:00	Quarterly	Yes	Customer Support		

Year	Month	Activity	Category	Sub-category	Priority	Status	Responsible	Start Date	End Date	Progress	Notes	Impact	Resources
2025	12	Review of quarterly performance	Management	Strategic	High	Completed	John Doe	2025-12-01	2025-12-31	100%	Review of quarterly performance completed successfully.	Improved decision-making	1 person, 1 week
2025	12	Implementing new software system	IT	Operational	High	In Progress	Jane Smith	2025-12-15	2026-01-31	75%	Software implementation on track.	Increased efficiency	2 people, 4 weeks
2026	01	Marketing campaign launch	Marketing	Campaign	Medium	Planned	Mike Johnson	2026-01-01	2026-03-31	0%	Marketing campaign launch planned for Q1 2026.	Increased brand awareness	3 people, 3 months
2026	01	Customer service training	HR	Training	Medium	Planned	Sarah Lee	2026-01-15	2026-02-15	0%	Customer service training session planned for early 2026.	Improved customer satisfaction	1 person, 1 month
2026	02	Product development phase 2	R&D	Development	High	In Progress	David Kim	2026-02-01	2026-06-30	60%	Product development phase 2 progressing well.	New product launch	5 people, 5 months
2026	03	Financial reporting Q1	Finance	Reporting	High	Completed	Emily White	2026-03-01	2026-03-31	100%	Q1 financial reporting completed.	Accurate financial data	2 people, 1 month
2026	03	Supply chain optimization	Operations	Optimization	Medium	In Progress	Chris Brown	2026-03-15	2026-05-31	50%	Supply chain optimization project underway.	Cost reduction	3 people, 3 months
2026	04	Employee wellness program	HR	Wellness	Low	Planned	Alice Green	2026-04-01	2026-06-30	0%	Employee wellness program launch planned for Q2 2026.	Improved employee health	1 person, 3 months
2026	04	Website redesign	IT	Development	Medium	In Progress	Bob Black	2026-04-15	2026-07-31	40%	Website redesign project in progress.	Enhanced user experience	2 people, 4 months
2026	05	Partnership agreement review	Legal	Compliance	High	Completed	Frank Blue	2026-05-01	2026-05-31	100%	Partnership agreement review completed.	Legal compliance	1 person, 1 month
2026	05	Inventory management system	IT	Operational	Medium	In Progress	Grace Red	2026-05-15	2026-08-31	30%	Inventory management system implementation.	Improved inventory tracking	2 people, 4 months
2026	06	Annual strategy meeting	Management	Strategic	High	Planned	John Doe	2026-06-01	2026-06-30	0%	Annual strategy meeting planned for June 2026.	Strategic alignment	5 people, 1 month
2026	06	Customer feedback survey	Marketing	Research	Medium	Completed	Jane Smith	2026-06-01	2026-06-30	100%	Customer feedback survey completed.	Customer insights	1 person, 1 month
2026	07	Project X milestone review	Operations	Project	High	In Progress	Mike Johnson	2026-07-01	2026-09-30	70%	Project X milestone review in progress.	Project progress	3 people, 3 months
2026	07	HR policy update	HR	Policy	Medium	Completed	Sarah Lee	2026-07-01	2026-07-31	100%	HR policy update completed.	Updated policies	1 person, 1 month
2026	08	Product launch preparation	R&D	Development	High	In Progress	David Kim	2026-08-01	2026-10-31	55%	Product launch preparation underway.	New product launch	5 people, 3 months
2026	08	Quarterly budget review	Finance	Reporting	High	Completed	Emily White	2026-08-01	2026-08-31	100%	Quarterly budget review completed.	Budget compliance	2 people, 1 month
2026	09	Supply chain audit	Operations	Audit	Medium	Planned	Chris Brown	2026-09-01	2026-11-30	0%	Supply chain audit planned for Q3 2026.	Supply chain efficiency	3 people, 3 months
2026	09	Employee performance reviews	HR	Performance	Medium	In Progress	Alice Green	2026-09-01	2026-12-31	20%	Employee performance reviews starting.	Employee development	5 people, 4 months
2026	10	Website launch	IT	Development	Medium	Completed	Bob Black	2026-10-01	2026-10-31	100%	Website launch completed.	Enhanced user experience	2 people, 1 month
2026	10	Partnership announcement	Marketing	PR	Medium	Planned	Frank Blue	2026-10-01	2026-10-31	0%	Partnership announcement planned for October 2026.	Partnership growth	1 person, 1 month
2026	11	Inventory management system	IT	Operational	Medium	In Progress	Grace Red	2026-11-01	2027-01-31	45%	Inventory management system implementation.	Improved inventory tracking	2 people, 3 months
2026	11	Annual strategy meeting	Management	Strategic	High	Planned	John Doe	2026-11-01	2026-11-30	0%	Annual strategy meeting planned for November 2026.	Strategic alignment	5 people, 1 month
2026	12	Customer feedback survey	Marketing	Research	Medium	Completed	Jane Smith	2026-12-01	2026-12-31	100%	Customer feedback survey completed.	Customer insights	1 person, 1 month