

Year	Month	Day	Event	Location	Time	Duration	Participants	Facilitator	Notes	Feedback	Follow-up	Next Steps	Responsible	Status	Comments
2023	Jan	1	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	2	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	3	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	4	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	5	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	6	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	7	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	8	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	9	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	10	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	11	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	12	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	13	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	14	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	15	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	16	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	17	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	18	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	19	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	20	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	21	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	22	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	23	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	24	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	25	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	26	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	27	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	28	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	29	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	30	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Jan	31	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	1	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	2	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	3	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	4	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	5	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	6	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	7	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	8	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	9	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	10	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	11	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	12	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	13	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	14	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	15	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	16	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	17	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	18	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	19	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	20	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	21	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
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2023	Feb	23	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	24	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	25	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	26	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	27	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	28	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	29	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Feb	30	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	1	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	2	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	3	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	4	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	5	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	6	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	7	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	8	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	9	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	10	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	11	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	12	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	13	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	14	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	15	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	16	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	17	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	18	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	19	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	20	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	21	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	22	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	23	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	24	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	25	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	26	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	27	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	28	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	29	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	30	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Mar	31	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	1	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	2	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	3	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	4	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	5	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	6	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	7	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	8	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	9	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	10	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	11	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	12	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	13	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	14	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	15	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	16	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	17	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	
2023	Apr	18	Meeting	Room 101	10:00	1h	5	John	Project X	Good	None	Review	John	Completed	