

Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Notes	Responsible	Status	Start Date	End Date	Progress	Comments
2023	01	01	09:00	Office	Project Kick-off Meeting	1h	1	High	Initial meeting with stakeholders to define project scope and objectives.	John Doe	Completed	2023-01-01	2023-01-01	100%	Meeting went well, all key stakeholders present.
2023	01	05	14:00	Office	Requirement Gathering Session	2h	1	High	Meeting with the product team to gather detailed requirements for the new feature.	Jane Smith	In Progress	2023-01-05	2023-01-10	75%	Requirements are being documented and reviewed.
2023	01	10	10:00	Office	Design Review	1h	1	Medium	Review of the initial UI/UX design concepts with the design team.	Mike Johnson	Completed	2023-01-10	2023-01-10	100%	Design concepts approved for development.
2023	01	15	09:00	Office	Development Sprint Start	8h	1	High	Start of the first development sprint. Focus on implementing core functionality.	Dev Team	In Progress	2023-01-15	2023-01-23	50%	Progress is on track, daily standups are being held.
2023	01	20	14:00	Office	Client Meeting	1h	1	High	Meeting with the client to provide a progress update and address any concerns.	John Doe	Completed	2023-01-20	2023-01-20	100%	Client is satisfied with the progress and next steps.
2023	01	25	10:00	Office	Testing & QA	2h	1	Medium	Conducting unit tests and integration tests on the developed features.	QA Team	In Progress	2023-01-25	2023-02-01	30%	Identifying and resolving bugs before deployment.
2023	01	30	09:00	Office	Deployment Preparation	1h	1	High	Final checks and preparation for the production deployment of the new feature.	Ops Team	In Progress	2023-01-30	2023-02-01	20%	Ensuring all dependencies are met and environment is ready.
2023	02	01	09:00	Office	Project Review	1h	1	High	Final project review meeting to discuss outcomes, lessons learned, and next steps.	John Doe	Completed	2023-02-01	2023-02-01	100%	Project completed successfully, all goals met.

