



Year	Month	Day	Time	Location	Activity	Duration	Cost	Notes	Remarks
2023	Jan	15	10:00	Room 101	Meeting with stakeholders	1 hour	5000	Discussed project progress and challenges.	Meeting minutes attached.
2023	Jan	20	14:00	Room 101	Workshop on data analysis	2 hours	10000	Participants analyzed survey results and identified trends.	Workshop report to be submitted by Jan 25.
2023	Jan	25	09:00	Room 101	Project status update	30 minutes	2000	Quick sync with the team on current tasks.	Next meeting on Jan 30.
2023	Jan	30	11:00	Room 101	Final review of project plan	1 hour	5000	Reviewed the final project plan and approved it.	Project plan signed off.

Notes:
1. All activities are subject to budget approval.
2. Costs are estimated and may vary.
3. Dates are approximate and may change.
4. Contact the project manager for more details.