

Date	Time	Event	Start	End	Duration	Status	Priority	Category	Location	Room	Capacity	Occupancy	Notes
2023-10-26	08:00	Morning Meeting	08:00	09:00	01:00	Completed	High	Meeting	Conference Room A	10	10	Meeting with department heads.	
2023-10-26	09:30	Client Presentation	09:30	11:00	01:30	Completed	High	Client	Client Meeting Room	15	15	Presenting new product line to client.	
2023-10-26	13:00	Team Lunch	13:00	14:00	01:00	Completed	Low	Food	Cafeteria	50	50	Company lunch for all staff.	
2023-10-26	15:00	Project Review	15:00	16:30	01:30	Completed	High	Meeting	Project Room B	8	8	Review progress on Q4 projects.	
2023-10-26	17:00	Department Meeting	17:00	18:00	01:00	Completed	Medium	Meeting	Department Room C	12	12	Weekly meeting for the marketing department.	
2023-10-26	19:00	Networking Event	19:00	21:00	02:00	Completed	Low	Event	Ballroom	200	200	Annual networking event for industry contacts.	
2023-10-27	09:00	Training Session	09:00	10:30	01:30	Completed	High	Training	Training Room	20	20	New software training for sales team.	
2023-10-27	11:00	Guest Lecture	11:00	12:00	01:00	Completed	High	Event	Auditorium	100	100	Lecture by industry expert on market trends.	
2023-10-27	14:00	Workshop	14:00	16:00	02:00	Completed	High	Workshop	Workshop Room	15	15	Hands-on workshop for product development.	
2023-10-27	17:30	Press Conference	17:30	19:00	01:30	Completed	High	Event	Press Room	30	30	Press conference regarding company expansion.	
2023-10-28	08:30	Executive Meeting	08:30	09:30	01:00	Completed	High	Meeting	Executive Boardroom	10	10	Strategic meeting with the executive board.	
2023-10-28	10:00	Client Meeting	10:00	11:00	01:00	Completed	High	Client	Client Meeting Room	15	15	Meeting with key client to discuss contract renewal.	
2023-10-28	13:30	Team Meeting	13:30	14:30	01:00	Completed	Medium	Meeting	Department Room C	12	12	Weekly meeting for the engineering department.	
2023-10-28	15:30	Project Kick-off	15:30	17:00	01:30	Completed	High	Meeting	Project Room B	8	8	Kick-off meeting for the new product launch.	
2023-10-28	18:00	Networking	18:00	19:30	01:30	Completed	Low	Event	Ballroom	200	200	Networking event for industry contacts.	
2023-10-29	09:00	Training Session	09:00	10:30	01:30	Completed	High	Training	Training Room	20	20	Advanced training for sales team.	
2023-10-29	11:00	Guest Lecture	11:00	12:00	01:00	Completed	High	Event	Auditorium	100	100	Lecture by industry expert on market trends.	
2023-10-29	14:00	Workshop	14:00	16:00	02:00	Completed	High	Workshop	Workshop Room	15	15	Hands-on workshop for product development.	
2023-10-29	17:30	Press Conference	17:30	19:00	01:30	Completed	High	Event	Press Room	30	30	Press conference regarding company expansion.	
2023-10-30	08:30	Executive Meeting	08:30	09:30	01:00	Completed	High	Meeting	Executive Boardroom	10	10	Strategic meeting with the executive board.	
2023-10-30	10:00	Client Meeting	10:00	11:00	01:00	Completed	High	Client	Client Meeting Room	15	15	Meeting with key client to discuss contract renewal.	
2023-10-30	13:30	Team Meeting	13:30	14:30	01:00	Completed	Medium	Meeting	Department Room C	12	12	Weekly meeting for the engineering department.	
2023-10-30	15:30	Project Kick-off	15:30	17:00	01:30	Completed	High	Meeting	Project Room B	8	8	Kick-off meeting for the new product launch.	
2023-10-30	18:00	Networking	18:00	19:30	01:30	Completed	Low	Event	Ballroom	200	200	Networking event for industry contacts.	