



XYZ Company

11 Pearl Avenue, New York, NY 10170, 11-000 100-0170, (www.xyzcompany.com)

BUSINESS MEETING CALENDAR

JANUARY 2021	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
FEBRUARY 2021	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
MARCH 2021	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
APRIL 2021	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14

Time	Meeting By	Topic
10:00 AM	Jacob	Review Agenda
4:30 PM	Eve	Review previous meeting agenda
7:00 PM	Jacob	Upcoming Issue

Time	Meeting By	Topic
11:30 AM	William	Program Specific Issues
2:30 PM	Eve	Plan Next Agenda

Time	Meeting By	Topic
10:00 AM	William	Review Agenda
4:30 PM	William	Review previous meeting agenda
7:00 PM	William	Upcoming Issue

Time	Meeting By	Topic
11:30 AM	John	Program Specific Issues
2:30 PM	John	Plan Next Agenda

