

# CALENDAR OF MONTHLY ACTIVITIES

| Month: January |                                        |
|----------------|----------------------------------------|
| <b>Week 1</b>  |                                        |
| Date           | Event                                  |
| January 1      | New Year's Day                         |
| January 2-8    | Project X Kickoff                      |
| January 7      | Team Meeting                           |
| <b>Week 2</b>  |                                        |
| Date           | Event                                  |
| January 9-15   | Project X Requirements Gathering       |
| January 10     | Client Meeting                         |
| January 12     | Training Session                       |
| <b>Week 3</b>  |                                        |
| Date           | Event                                  |
| January 16-22  | Project X Design & Prototyping         |
| January 18     | Webinar: Latest Trends in the Industry |
| January 20     | Company Outing                         |
| <b>Week 4</b>  |                                        |
| Date           | Event                                  |
| January 23-29  | Project X Development                  |
| January 25     | Customer Demo                          |
| January 27     | Team Building Activity                 |
| <b>Week 5</b>  |                                        |
| Date           | Event                                  |
| January 30-31  | Project X Testing & Bug Fixes          |
| January 31     | Monthly Progress Report                |
|                |                                        |