

CALENDAR OF MONTHLY ACTIVITIES

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