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