

Year	Month	Day	Event	Location	Time	Duration	Category	Priority	Status	Notes
2018	01	01	Annual Meeting	London	09:00	08:00	Meeting	High	Completed	Successful meeting with all stakeholders.
2018	01	15	Project Kick-off	London	10:00	04:00	Meeting	High	Completed	Defined project scope and objectives.
2018	02	01	Client Presentation	London	14:00	02:00	Meeting	High	Completed	Presented project plan to client.
2018	02	15	Team Meeting	London	09:00	01:00	Meeting	Medium	Completed	Regular team meeting.
2018	03	01	Development Phase	London	09:00	05:00	Work	High	In Progress	Starting development of core modules.
2018	03	15	Design Review	London	10:00	02:00	Meeting	High	Completed	Reviewed design documents.
2018	04	01	Testing Phase	London	09:00	04:00	Work	High	In Progress	Implementing unit tests.
2018	04	15	Deployment	London	08:00	02:00	Work	High	Completed	Successful deployment to production.
2018	05	01	Post-launch Review	London	10:00	02:00	Meeting	High	Completed	Reviewing project performance.
2018	05	15	Client Meeting	London	14:00	01:00	Meeting	High	Completed	Meeting with client to discuss next steps.
2018	06	01	Project Closure	London	09:00	01:00	Meeting	High	Completed	Final project meeting.
2018	06	15	Documentation	London	09:00	02:00	Work	Medium	In Progress	Writing final project report.
2018	07	01	Archival	London	09:00	01:00	Work	Low	Completed	Archiving project files.
2018	07	15	Review	London	09:00	01:00	Meeting	Medium	Completed	Reviewing project outcomes.
2018	08	01	Planning	London	09:00	01:00	Meeting	Medium	Completed	Planning for next project.
2018	08	15	Design	London	09:00	02:00	Work	High	In Progress	Designing next project phase.
2018	09	01	Development	London	09:00	04:00	Work	High	In Progress	Starting development of next phase.
2018	09	15	Testing	London	09:00	02:00	Work	High	In Progress	Implementing tests for next phase.
2018	10	01	Deployment	London	08:00	02:00	Work	High	In Progress	Deploying next phase to production.
2018	10	15	Review	London	10:00	02:00	Meeting	High	Completed	Reviewing progress of next phase.
2018	11	01	Client Meeting	London	14:00	01:00	Meeting	High	Completed	Meeting with client on next phase.
2018	11	15	Project Closure	London	09:00	01:00	Meeting	High	Completed	Final meeting for next phase.
2018	12	01	Documentation	London	09:00	02:00	Work	Medium	In Progress	Writing report for next phase.
2018	12	15	Archival	London	09:00	01:00	Work	Low	Completed	Archiving files for next phase.
2018	12	31	Year End Review	London	09:00	02:00	Meeting	High	Completed	Annual review of project performance.