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|   |   | **APPOINTMENT CALENDAR** |   |   |   |   |   |  |   |
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|   |   | Joshua Knight (Marketing Manager) |   |   | **DECEMBER 2024** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **12:00** | **Marry's wedding** |  |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  | St. George church |   |
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|  |  | **2** |  | **3** |  | **4** |  | **5** |  | **6** |  | **7** |  | **8** |  |
|  | **10:00** | **Company name** | **13:00** | **Q4 Meeting** | **10:00** | **Dentist**  | **14:00** | **Michael Terry** | **8:00** | **Mark Grant** | **10:00** | **Bank (insurance)** |  |  |  |
|   |   | Teams meeting |   | Head office |   | Mayflower Street |   | Room 223 |  | 555-1234-567-89 |   | Banca Intesa |  |  |   |
|  |  |  |  |  | **13:00** | **Annual Report** |  |  |  |  |  |  |  |  |  |
|   |  |  |  |  |   | Head office |  |  |  |  |  |  |  |  |   |
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|  |  | **9** |  | **10** |  | **11** |  | **12** |  | **13** |  | **14** |  | **15** |  |
|  | **9:00** | **Company name** | **12:00** | **NBS** | **14:00** | **James (Lunch)** | **8:00** | **Convention** | **11:00** | **R&D Concept** |  |  | **11:00** | **ZOO Visit** |  |
|   |  | Teams meeting |   | 225 Main Avenue |   | Zoro restaurant |   | 233 Blue Street |  | Teams meeting |  |  |   | Wisconsin |   |
|  | **14:00** | **Ernest (Lunch)** |  |  |  |  | **10:00** | **HR meeting** |  |  |  |  |  |  |  |
|   |  | McDonalds |  |  |  |  |   | Room 154 |  |  |  |  |  |  |   |
|  |  |  |  |  |  |  | **14:30** | **Revenue report** |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |   | Online meeting |  |  |  |  |  |  |   |
|  |  | **16** |  | **17** |  | **18** |  | **19** |  | **20** |  | **21** |  | **22** |  |
|  | **10:00** | **Marketing team** |  |  |  |  | **14:00** | **Training - Day 1** | **14:00** | **Training - Day 2** | **9:00** | **Florists** |  |  |  |
|   |  | Room 123 |  |  |  |  |   | Room 123 |   | Room 123 |   | Home |  |  |   |
|  | **12:00** | **Company name** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |  | Video call |  |  |  |  |  |  |  |  |  |  |  |  |   |
|  | **15:30** | **Jordan Peer** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   | Room 223 |  |  |  |  |  |  |  |  |  |  |  |  |   |
|  |  | **23** |  | **24** |  | **25** |  | **26** |  | **27** |  | **28** |  | **29** |  |
|  | **8:00** | **CEO reporting** |  |  |  |  | **12:00** | **KPI evaluation** |  |  |  |  |  |  |  |
|   |   | Head office |  |  |  |  |   | Online meeting |  |  |  |  |  |  |   |
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|  |  | **30** |  | **31** |  |  |  |  |  |  |  |  |  |  |  |
|  | **8:30** | **Company name** | **11:00** | **Syndicate meeting** |  | **NOTES:** |   |   |   |   |   |   |   |   |  |
|   |   | Room 211 |   | Room 232 |   | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.  |   |
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