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|  | APPOINTMENTS  Richard Howard  Wednesday, 17/01/2024 | | | |  |
|  | **TIME** | **APPOINTMENT** | **CONTACT INFO** | **NOTES** |  |
|  | **7:00 AM** |  |  |  |  |
|  | **7:30 AM** |  |  |  |  |
|  | **8:00 AM** | Dentist | mydentist@easydent.com | Remind him about medicine |  |
|  | **8:30 AM** |  |  |  |  |
|  | **9:00 AM** | Conference call - Microsoft Teams |  | Michael, Thomas, and John |  |
|  | **9:30 AM** |  |  |  |  |
|  | **10:00 AM** |  |  |  |  |
|  | **10:30 AM** |  |  |  |  |
|  | **11:00 AM** | Performance review with Emma |  | Bring reports |  |
|  | **11:30 AM** |  |  |  |  |
|  | **12:00 PM** | Consultation with client (Bright Towers) | 910-555-2255 | Try to find out their budget |  |
|  | **12:30 PM** |  |  |  |  |
|  | **1:00 PM** | Site visit to meet with stakeholders |  |  |  |
|  | **1:30 PM** |  |  |  |  |
|  | **2:00 PM** |  |  |  |  |
|  | **2:30 PM** |  |  |  |  |
|  | **3:00 PM** | Lunch (Business meeting) | 555-100-9988 | Call restaurant to reserve |  |
|  | **3:30 PM** |  |  |  |  |
|  | **4:00 PM** |  |  |  |  |
|  | **4:30 PM** |  |  |  |  |
|  | **5:00 PM** |  |  |  |  |
|  | **5:30 PM** |  |  |  |  |
|  | **6:00 PM** |  |  |  |  |
|  | **6:30 PM** |  |  |  |  |
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