

**Example Meeting Schedule**

2020

SEPTEMBER

MONDAY

CALENDAR YEAR

CALENDAR MONTH

FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	01 Glen Parva Progress Meeting (3 hours - Weekly)	02 Glen Parva - Risk Reduction Meeting (1-2 hour/s - Monthly)	03 Glen Parva - Monthly Programme Meeting (2 hours - Monthly)	04	05	06
07 Glen Parva - Design Workshops (3 hours - bi-weekly)	08	09 Glen Parva - Risk Reduction Meeting (1-2 hour/s - Monthly)	10	11	12	13
14	15 Glen Parva Progress Meeting (3 hours - Weekly)	16 Glen Parva - Risk Reduction Meeting (1-2 hour/s - Monthly)	17 Glen Parva - ROAD Meeting (2 hours - Monthly/Bi-monthly)	18	19	20
21 Glen Parva - Design Workshops (3 hours - bi-weekly)	22	23 Glen Parva - Risk Reduction Meeting (1-2 hour/s - Monthly)	24 Glen Parva BREEAM update meeting (2 hours - Monthly)	25	26	27
28	29 Glen Parva - Project Team (2 hours - Monthly)	30 Glen Parva - Risk Reduction Meeting (1-2 hour/s - Monthly)	01	02	03	04
05	06	07	08	09	10	11

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Note:**

This meeting timetable is indicative only. The duration of meetings is also indicative. This is not an exhaustive meeting timetable.