

VIRTUAL TEAM MEETING CALENDAR

Team: _____ | Week Of: _____

Timezone: UTC [____]

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------|---------------|-----------------|-------------|---------------|--------------|
| 09:00 | Daily Sync | Daily Sync | Daily Sync | Daily Sync | Daily Sync |
| 11:00 | | Sprint Planning | | Design Review | |
| 13:00 | Project Alpha | | Client Call | | |
| 15:00 | | | | Tech Debt | Weekly Retro |

Notes

Recurring Action Items:
Links & Access Codes: