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| DAILY EMPLOYEE SCHEDULE |   |   |   |   |   |   |   |   |
|   | COMPANY NAME HERE |   |
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|   | TEAM Marketing | TEAM LEADER Warren Gold | DATE Monday 10/10/2022 |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |  | DAILY SCHEDULE |   |
|   |  | Roy Robertson | 8am - 11am | 12pm - 2pm | 2pm - 4pm |  |   |
|   | Drafting CAD design | Online meeting with Joe | Marketing meeting |  |   |
|   |  | Sarah Morgan | 9am - 10am | 12pm - 3pm |  |  |   |
|   | Report | New colleague onboarding |  |  |   |
|   |  | William Casey | 11am - 2pm |  |  |  |   |
|   | Manual writing |  |  |  |   |
|   |  | Bob Marvel | 8am - 9am | 9am - 1pm | 1pm - 2pm | 2pm - 4pm |   |
|   | Making offers | Customer visit report | Create meeting agenda | Sales meeting |   |
|   |  | Mike Johnson | 8am - 12pm | 3pm - 4pm |  |  |   |
|   | Team building | Cleaning offices |  |  |   |
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