

Team Collaboration Event Schedule

Dear Team,

We are excited to announce our upcoming team collaboration event. Below is the schedule:

| Date | Time | Activity | Location |
|------------------|---------------------|--------------------------------------|-------------------|
| October 25, 2023 | 10:00 AM - 11:00 AM | Introduction and Goal Setting | Conference Room A |
| October 25, 2023 | 11:15 AM - 12:30 PM | Team Building Activities | Outdoor Area |
| October 25, 2023 | 1:30 PM - 3:00 PM | Project Discussion and Brainstorming | Conference Room B |
| October 25, 2023 | 3:15 PM - 4:30 PM | Wrap-Up and Reflections | Conference Room A |

We look forward to your participation!

Best Regards,

Your Team