Activity Log (Reference)

Name/氏名：

Date	Day	Time	Location	Activity/Contact History	Names of People in Contact With	Contact Details	Notes
4/〇	〇	①8:30~12:00 ②13:00~16:00	①〇〇Trading Co. Conference Room 3 ②X Construction Reception Room	①Work Meeting ②Business Meeting	① ②	①ABC Trading Co. ②X　Construction	