

X.	MEETING ROOM BOOKING SHEET · 2027						7 ROOMS				
ExcelX	One day, seven rooms, half-hour slots — type who has the room and the utilisation bar at the foot of each column updates. Change the date or the day window and the grid follows.										
DATE		Wed 10 Mar 2027		OPENS	8		CLOSES	18		30-minute slots - type a name or team to book	
TIME	Boardroom 12 seats	Huddle 1 4 seats	Huddle 2 4 seats	Studio 8 seats	Training 20 seats	Quiet Room 2 seats	Cafe Corner 6 seats				
8:00 AM											
8:30 AM	Exec standup		Design crit			Focus — Priya					
9:00 AM	Exec standup	1:1 Sam/Alex	Design crit	Podcast record	New starter induction	Focus — Priya	Coffee catch-up				
9:30 AM		1:1 Sam/Alex		Podcast record	New starter induction						
10:00 AM	Client — Acme	Sprint planning			New starter induction	Focus — Tom					
10:30 AM	Client — Acme	Sprint planning	Interviews		New starter induction	Focus — Tom					
11:00 AM			Interviews								
11:30 AM	Board pre-read		Interviews	Video edit	Excel training		Team lunch				
12:00 PM	Board pre-read	Vendor call		Video edit	Excel training		Team lunch				
12:30 PM	Board pre-read	Vendor call	Retro		Excel training	Focus — Nina					
1:00 PM			Retro			Focus — Nina					
1:30 PM	All-hands			Photo shoot							
2:00 PM	All-hands	1:1 Nina/Sam		Photo shoot	Product demo						
2:30 PM		1:1 Nina/Sam	Marketing sync		Product demo						
3:00 PM			Marketing sync		Product demo						
3:30 PM											
4:00 PM											
4:30 PM											
5:00 PM											
5:30 PM											
BOOKED	45%	40%	45%	30%	50%	30%	15%				

Seven rooms across 20 half-hour slots from 8:00 to 18:00 — 51 slots booked, 36% average utilisation.

Busiest room is Training · 20 seats at 50%; quietest is Cafe Corner · 6 seats at 15%. Booked slots shade themselves blue as soon as you type a name.