

Event and Task Color Coding

To improve visual clarity and streamline scheduling, the calendar employs the following color codes to represent event types and task statuses:

- **Blue** – Custom-created events or meetings, offering clear differentiation of manually scheduled activities.
- **Grey** – Project tasks that are not yet active or pending, helping users anticipate upcoming responsibilities.
- **Orange** – Project tasks currently in progress, allowing easy identification of active workstreams.
- **Green** – Completed project tasks, making it easy to identify successfully finished activities.

This intuitive color system offers users and project managers a high-level view of progress and availability, fostering more efficient calendar navigation and team coordination.

