Maintenance Timeline

**Maintenance Timelines:**

1. **Routine Updates and Patch Management:**
   * Frequency: Monthly
   * Importance: Critical
   * Description: Ensure that the GoogleAPI class stays up to date with any changes or updates to the Google Calendar API. This may include implementing new features, addressing security vulnerabilities, or fixing bugs.
2. **Hardware Inspections and Upkeep:**
   * Frequency: Bi-annually
   * Importance: Medium
   * Description: Perform a thorough inspection of the hardware components used for running the system. Check for any signs of wear, damage, or malfunction. Replace or repair components as necessary to maintain optimal performance and reliability.
3. **Data Backup and Recovery:**
   * Frequency: Daily
   * Importance: Critical
   * Description: Ensure that data backups are performed daily to prevent loss of critical information in case of system failures or data breaches. Test data recovery procedures regularly to ensure their effectiveness.
4. **Performance Monitoring and Optimization:**
   * Frequency: Continuous
   * Importance: High
   * Description: Continuously monitor the performance metrics of the system, including response times, resource utilization, and user experience. Identify any bugs or inefficiencies and optimize the system accordingly to ensure smooth operation.
5. **Security Audits and Vulnerability Assessments:**
   * Frequency: Quarterly
   * Importance: Critical
   * Description: Conduct regular security audits and vulnerability assessments to identify and address any potential security threats or vulnerabilities in the system. Implement necessary safeguards to protect user data and prevent unauthorized access.
6. **User Training and Support:**
   * Frequency: As needed
   * Importance: Medium
   * Description: Provide ongoing user training and technical support to address any issues, queries, or training needs that may arise. Keep users informed about new features, updates, and best practices for using the system effectively.

**End of Support:**

* The end of support for the system is scheduled for 3/4/26. Beyond this date, official support for the system, including updates, patches, or technical assistance, will no longer be provided.

**End of Life:**

* The end of life for the system is projected for 3/4/28. After this date, the system will no longer be actively maintained or supported, and users will be encouraged to migrate to alternative solutions.