## Differences between Meeting Maker and Google Calendar Recurring Events

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Meeting Maker</th>
<th>Google Calendar</th>
</tr>
</thead>
</table>
| **Daily (also applies to rest below)** | - check for ongoing forever (not default)  
OR choose a day  
- happens every 1 to 255 days  
- does not display a summary | - default is ongoing forever via 'End Never'  
OR one can choose a day  
OR select After a number of occurrences  
- displays a summary |
| **On specific days** | - pick any of: Sun, Mon, Tue, Wed, Thu, Fri, Sat | grouped options –  
- Every weekday: same options as daily, but every weekday (M,T,W,TH,F)  
OR Every M,W,F  
OR Every T,TH |
| **On specific weeks** | - for selected day, reoccur on the First, Second, Third, Fourth, Last of every | no exact equivalent, use Weekly |
| **Weekly**           | - 1 to 31 weeks                                                               | - 1 to 30 weeks  
- can choose to repeat on any selection of Sunday to Saturday |
| **Monthly**          | - every 1,2, or 3 months - on a selected numbered day of the month  
- option-> if it lands on weekends, choose to: don't move, move to Monday, move to Friday, move to closest | - repeat every 1 to 30 months  
- repeat by day of the month  
- OR day of the week  
- - NO option for move to another day if lands on weekends |
| **Yearly / Annually** | - if it lands on weekends, choose to - don't move, move to Monday, move to Friday, move to closest | - repeat every 1 to 30 years  
- NO option for move to another day if lands on weekends |