

Weekly Individual Report

Jabez Cheung

Ratified By: Rob Walker (Documentation Manager)

WEEK COMMENCING: 22/01/24	
MEETINGS ATTENDED:	DURATION:
Tuesday 23/1/24	1

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
0	1	4	1	0	0	0	6

Work Completed:

- Design agile planning slide for presentation
- time sheet and weekly reports
- individual report
- draft marketing plan session under target audience