

# Weekly Individual Report

James Stevenson

Ratified By: Rob Walker - Documentation Manager

WEEK COMMENCING: 11/12/23	
MEETINGS ATTENDED:	DURATION:
14/12/23	2 hours

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
0	0	0.5	2	0.75	0	0	3.25

## Work Completed:

- tidied up last of the contracts and outstanding work
- checked the XML schema with Will to make sure its ready
- Met with group leaders, software leaders and finance leaders to ensure all contracts are coherent with each other and ready for hand in
- ensured each group agreed on the contents of the schema file