

Weekly Individual Report

James Stevenson

Ratified By: Rob Walker - Documentation Manager

WEEK COMMENCING: 30/10/23	
MEETINGS ATTENDED:	DURATION:
31/10/23	1 hours

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
0	1	1.5	0	0	0	0	2.5

Work Completed:

- assigned Section 1.1 / 1.2 / 1.3 Document Purpose / Project Scope
- worked on Document purpose, project scope and project manager section of functional spec
- handed in initial draft of functional spec