

Weekly Individual Report

James Stevenson

Ratified By: Rob Walker - Documentation Manager

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|---------------------------|-----------|
| WEEK COMMENCING: 13/11/23 | |
| MEETINGS ATTENDED: | DURATION: |
| 13/11/23 | 3 hours |
| 16/11/23 | 1 hours |

| | | | | | | | |
|---------------|------|-----|-------|-----|-----|-----|-------|
| HOURS WORKED: | | | | | | | |
| Mon | Tues | Wed | Thurs | Fri | Sat | Sun | Total |
| 3.5 | 0 | 0 | 1 | 0 | 0 | 0 | 4.5 |

Work Completed:

- functional specification sections enumerated and rearranged
- work completed on project manager section on QA manual