

# Weekly Individual Report

James Stevenson

Ratified By: Josh Bradley - Deputy Documentation Manager and  
Hari Mamman - Finance Manager

WEEK COMMENCING: 06/05/24	
MEETINGS ATTENDED:	DURATION:
07/05/24	0.25 hours

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
0	0.25	0	0	0	0	0	0.25

## Work Completed:

- Reallocated work roles to better suite team members contributions with Josh Bradley .
- Reviewed and approved new marketing plan presented by Noah Carter.
- Discussed Financial report deadline.