Weekly Individual Report

Josh Bradley

Ratified By: Rob Walker - Documentation Manager

WEEK COMMENCING: 27/11/23	
MEETINGS ATTENDED:	DURATION:
Monday 27/11/23	1.25 hours
Thursday 30/11/23	1.25 hours

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
1.25	1.5	0	3	0	0.25	0	6

Work Completed:
- Took minutes for 28/11/23 meeting
- Functional Spec 3.5:
    - Removed "Likely UI Control" Column
- QA Manual Added Section 3: Deliverables.
- Added version history to QA Manual and Functional Spec
    - Formatted VH comments
- Booked rooms for meetings: 04/12/23, 07/12/23