

# Weekly Individual Report

Josh Bradley

Ratified By: Rob Walker - Documentation Manager

WEEK COMMENCING: 13/11/23	
MEETINGS ATTENDED:	DURATION:
Monday 13/11/23	3 hours
Thursday 16/11/23	1 hour

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
3.25	1.5	0	1	0	0	0	5.75

## Work Completed:

- QA Manual Section 4.1 Requirements and Specifications Phase
- Wrote agenda for 13/11/23 meeting
- Took minutes for 13/11/23 meeting
- Liaised with Group 2 on the functional spec
- QA Manual Section 2.9 Communications Manager
- Wrote Agenda for 16/11/23 meeting
- Booked room for 23/11/23 meeting