

Weekly Individual Report

Josh Bradley

Ratified By: Rob Walker - Documentation Manager

WEEK COMMENCING: 6/11/23	
MEETINGS ATTENDED:	DURATION:
Monday 6/11/23	1 hour
Tuesday 9/11/23	2 hours

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
1	0	0	2	0	0	0.75	3.75

Work Completed:

- Wrote agenda for 6/11/23 meeting
- Took minutes for 6/11/23 meeting
- Wrote agenda for 9/11/23 meeting
- Booked rooms for 13/11/23 and 16/11/23 meetings