

# Weekly Individual Report

Josh Bradley

Ratified By: Rob Walker - Documentation Manager

WEEK COMMENCING: 20/11/23	
MEETINGS ATTENDED:	DURATION:
Thursday 23/11/23	1 hour

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
0	1.5	0	1	0	0.75	0	3.25

## Work Completed:

- Functional Spec section 3.5
- Created Individual Report Template
- Liaised with Group 2 on the functional spec
- Booked rooms for 27/11/23 and 30/11/23
- Added Version History to Functional Spec
- Added Version History to Quality Assurance Manual