

Weekly Individual Report

William Betteridge

Ratified By: Rob Walker (Documentation Manager)

WEEK COMMENCING: 27/11/23	
MEETINGS ATTENDED: 2	DURATION: 2.5
27/11/2023	1.25
30/11/2023	1.25

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
1.25	0	2	2	0	0	0	5.25

Work Completed:

- Setup communications with other groups to coordinate the Project Wide Standard
- Improve sections within the Functional Specification and QA Manual based on the draft submissions feedback.