

Weekly Individual Report

William Betteridge

Ratified By: Rob Walker (Documentation Manager)

WEEK COMMENCING: 04/12/23	
MEETINGS ATTENDED: 2	DURATION: 4.75
04/12/2023	3
07/12/2023	1.75

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
3	0	0	1.75	1.5	0	0	6.25

Work Completed:

- Helped review the QA Manual and Functional Specification feedback.
- Worked in a collaborative meeting with everyone else to improve upon the feedback given for the QA Manual and Functional Specification.
- Involved with discussions with other groups to form contracts and agree who would buy and sell each component.
- Created the Project Wide Standard along with the software managers of Group 2 and Group 3