Weekly Individual Report

William Betteridge

Ratified By: Rob Walker (Documentation Manager)

WEEK COMMENCING: 06/11/23	
MEETINGS ATTENDED: 2	DURATION: 3
06/11/2023	1
09/11/2023	2

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
1	0	0	2	1	0	0	4

Work Completed:
- Helped review the Functional Specification draft.
- Completed role responsibilities in the Quality Assurance Manual for the Software Manage role.
- Migrated all documents to LaTeX for more customisability and professionalism in our documentation