

# Weekly Individual Report

William Betteridge

Ratified By: Josh Bradley - Deputy Documentation Manager

WEEK COMMENCING: 12/02/24	
MEETINGS ATTENDED: 2	DURATION: 4
13/02/2024	2
16/02/2024	2

HOURS WORKED:							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
1	4	0	0	2.5	1	0	8.5

## Work Completed:

- Lead the first meeting back to introduce everyone to the software side of the project.
- Provided an interactive Git and GitHub tutorial to make sure everyone in the group was confident using these tools
- Started work on the README files for the contract libraries (Text and Graphics), these were to be used to include all the method declarations to later implement in software
- Created a Gantt chart to keep track of tasks and assign responsibilities to all group members.