

# Weekly Individual Report

Hari Mamman

Ratified By: Josh Bradley - Deputy Documentation Manager

|                           |           |
|---------------------------|-----------|
| WEEK COMMENCING: 15/04/24 |           |
| MEETINGS ATTENDED:        | DURATION: |
| 16/04/24                  | 1 hour    |

|               |      |     |       |     |     |     |       |
|---------------|------|-----|-------|-----|-----|-----|-------|
| HOURS WORKED: |      |     |       |     |     |     |       |
| Mon           | Tues | Wed | Thurs | Fri | Sat | Sun | Total |
| 1             | 1    | 2   | 2     | 0   | 1   | 1   | 8     |

Work Completed:

Monday:

- Started working on Financial Report 3

Tuesday:

- Attended meeting

Wednesday:

- Financial Report 3 finished and sent to AEW

Thursday:

- Started looking into what is required for Financial Summary Report

Saturday:

- Performed grammar checks on documentation

Sunday:

- Performed grammar checks on documentation