**Quality Assurance Form**

This form has been created as part of quality assurance for the documents that have been made throughout the BuzApp personalisation project. This document has to be signed off by the member of the group who didn’t create the document.

Document Details:

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| **Document Name:** | Weekly Minutes | **Date:** | All year |
| **File Type:** | Document | **Version No.** | 1 |
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Document Revision Comments:

|  |  |
| --- | --- |
|  | **Comments** |
| **Format** | Format is consistent throughout the year |
| **Spelling and Grammar:** | Spelling is fine |
| **Content:** | Content is good |

Change Requests:

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| 1. |  |
| 2. |  |

Sign Off:

|  |  |
| --- | --- |
| **Name:** | Sahib Jabbal |
| **Date:** | 26/03/18 |
| **Document Revision No.:** | 1 |