

# Managers' Weekly Report & QA Metrics

Work Beginning: 03/03/2014	Work Summary	<ol style="list-style-type: none"> <li>1. Completed code with Paul to display a slide, approved by software team</li> <li>2. Took minutes in all meetings</li> </ol>
	Issues	None.
Work Beginning: 10/03/2014	Work Plan	<ol style="list-style-type: none"> <li>1. To review minutes template, naming/organization of documents and update QA manual accordingly.</li> <li>2. To continue to take and upload minutes from all meetings</li> <li>3. To start work with Paul on sprint 3</li> </ol>
	Issues	None.

Metric	How measured	Achieved (Yes/No with Comments)
Client requirements clarity.	Holding regular meetings ensuring that the client understands his/her own requirement statements and that these have been interpreted correctly by the company and finally signed off by both sides.	Yes.
Project wide standards and contracts drawn up and adhered to.	Working with other teams to finalise PWS and liaising with the client and other teams for final contracts.	Yes. Our own signed contracts were uploaded to the repository.
Complete specification.	Checking the specifications against the requirements statement to make sure all requirements are covered by the specifications team, during appropriate review meeting(s).	Yes.
Software and Business Plan clarity.	Holding review meetings to make sure that software plans and business plans are coherent.	Yes.
Deadlines met.	Deliverables submitted as timetabled and recorded.	Yes.
Weekly managers review.	Ensure that the company is functioning efficiently and completing tasks discussed in meetings.	Yes.

Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Financial report 2 was handed in on time to correct formatting.
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