Managers' Weekly Report & QA Metrics

Work Beginning: 19/05/2014	Work Summary	Assisted employees with issues throughout the week. Coordinated with Steve (software manager) what work will require doing while away.
	Issues	Exam at beginning of week followed by holiday Thurs-Mon.
Work Beginning: 26/05/2014	Work Plan	Write super class for type media, which handlers then inherit from.
	Issues	Exams & on holiday Thurs-Mon. Continue implementing logger throughout eCook. Pull bugs/tickets off Jira as appropriate.

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes - 2
Defects closed	Number of defects closed per week tracked	Yes - 6
Work items completed	Number of work items completed per week	Yes – view on Jira
Ratio of estimated time to actual time taken per task	Track these values weekly	Yes – View burndown charts on Jira
Integration test results	Report/log results of integration testing	YES – view on Jira (attached to relevant tickets)
Repeated fails	Log repeated fails and review daily	Yes – none
Thorough testing	Check to see whether units have been tested according to the "Test Strategy" documentation	NO – Action on to do.