

Managers' Weekly Report & QA Metrics

Work Beginning: 19/05/2014	Work Summary	Assigned iteration 6 to be finished Wednesday Week 7 Further timer fixes. Slide control fixed by Max, timers added to note control bar instead. Did some small bug fixes, removed the "Press esc" hint on the main menu and changed the hint on the slideshow to say "press esc to return to main menu"
	Issues	Nanoelectronics exam revision on the Wednesday took priority.
Work Beginning: 26/05/2014	Work Plan	Ideally work on bug fixes.
	Issues	Nanophonics and Optical Communications exam next week, little work expected to be completed.

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	Check to see whether units have been	NO – Action on to do

testing	tested according to the "Test Strategy" documentation	
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