Managers' Weekly Report & QA Metrics

Work Beginning: 26/05/2014	Work Summary	Refactored the handlers into the media package, created the SlideMedia class, sub SlideMedia class and SlideMediaPlayer class. Brought SlideMedia class aling with test and mock SlideMedia class up to coding standards. Worked on the presentation, wrote the order for the product demo and for the presentation of the features. Worked on numerous bug fixes primarily involved with branching and slide movement logic. Continued refactoring the slideshow class to use new teardown methods created for stopping handlers. Assigned a deadline of Saturday 6pm for final changes to eCook before the presentation
	Issues	Work actually continued past the 6pm deadline and into Sunday when practicing the presentation. Bugs were found with the N guests feature and the timer audio. The N guests bug was temporarily fixed, no solution to the timers problem, arrow keys also

		are no currently working again.
Work Beginning: 02/06/2014	Work Plan	Finish tests and commenting for refactored media handlers. Begin refactoring the GUI classes. Refactor and comment the slideshow class. Check all classes for coding standards. Finish all documentation for the project.
	Issues	GUI package refactoring is a significant job, GUI tests will be written in parallel by Zayyad and Ankita as GUI classes are finished.

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes – 9
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