

Managers' Weekly Report & QA Metrics

Work Beginning: 12/05/2014	Work Summary	<ol style="list-style-type: none"> 1. Organised meeting on Tuesday to discuss HTML tour and Sales Presentation. 2. Finalised the structure for the HTML tour. MH and JO to do the design and lead this. 3. Sales Presentation decided to be done on external presentation tool. 4. Worked on bug fixes with MH (exit slideshow, etc). 5. Parsed recipe ingredients into RecipeScreen.
	Issues	Have some concerns over a few pair not working too well during pair programming sessions. Will have to be addressed if Iteration 5 doesn't go as planned.
Work Beginning: 19/05/2014	Work Plan	<ol style="list-style-type: none"> 1. Organise meeting for entire team on Monday to discuss Iteration 5 and a possible 6. 2. Finish working on RecipeScreen to make it display info of the recipe clicked.
	Issues	May not be able to spend a lot of time coding over the next few days due to exams.

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
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- Lacking features in eCook were addressed last week. There is considerable progress being made.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes