

Managers' Weekly Report & QA Metrics

Week Beginning: 17/03/2014	Work Summary	<ul style="list-style-type: none"> - Attended weekly meeting to discuss current issues and progress - Conducted a spike on how to incorporate HTTP access in Java - Started coding with AG on the 'Access Recipes via HTTP' user story
	Issues	n/a
Week Beginning: 24/03/2014	Work Plan	<ul style="list-style-type: none"> - Work remotely to complete coding with AG on 'Access Recipes via HTTP' user story - Liaise with software team about how recipe files will be stored on web server - Check in with software team and confirm project progress - Arrange meeting with AG to discuss management issues and coding plans
	Issues	<ul style="list-style-type: none"> - May need to conduct further research or communicate with testing manager to

		incorporate JUnit testing with JavaFX for HTTP access user story
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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.	Not yet, meeting scheduled to check software progress next week.
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.	Somewhat, meeting arranged with AG to confirm this.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes.