

Managers' Weekly Report & QA Metrics

<p>Week Beginning: 12/05/2014</p>	<p>Work Summary</p>	<ul style="list-style-type: none"> - Reviewed eCook and addressed issues with coding and general standards in meeting. - Supervised 'Java Club' every day and helped out with coding problems. - Worked with JC to plan Iteration 6. - Integrated notes user story. - Picked up a huge number of bug fixes and tasks to bring eCook up to standard. - Sat with AG and JO to finalise plan for HTML tour.
	<p>Issues</p>	<ul style="list-style-type: none"> - Attendance at Java Club was poor this week due to exams. - Some people have yet to complete their tasks/stories for Iteration 5.
<p>Week Beginning: 19/05/2014</p>	<p>Work Plan</p>	<ul style="list-style-type: none"> - Work with JO to start coding up the HTML tour. - Pick up new bugs and tasks to ensure that eCook meets the specification. - Start refactoring

		code and clean up the eCook product where necessary. - Speak to ZT about GUI and CSS issues. - Chase up SB for recipe files and XML playlists.
	Issues	- SB may not have completed the playlists yet. If this is the case, the development of the product will suffer. - GUI issues are notoriously difficult to fix.

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. eCook review seems to have reminded team members about the coding standards and QA.
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. Meetings are still being held weekly despite exams.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes.