Managers' Weekly Report & QA Metrics

Work Beginning: 12/05/2014	Work Summary	Assisted employees with issues throughout the week. Got a logger working and made small changes to the ErrorHandler class. Reviewed eCook functionality and created set of tasks & bugs ready for iteration 6.
	Issues	Lots of issues to fix for other employees, so didn't manage to achieve as much of own work as planned.
Work Beginning: 19/05/2014	Work Plan	Tidy up code (refactoring and commenting), plus bugs & tickets from iteration 6.
	Issues	Exams & on holiday Thurs-Mon.

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes - 8
Defects closed	Number of defects closed per week tracked	Yes - 2
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.