

Managers' Weekly Report & QA Metrics

Work Beginning: 28/03/2014	Work Summary	Heavily refactored and commented VideoHandler code, and handed over to external group as per contract. Arranged meeting with Stuart Porter to look further at media stop issue. Assisted in lab sessions, and fixed several minor issues such as recovering deleted files, Jira problem, integration problems, and build path problems.
	Issues	Took much longer to refactor VideoHandler code than originally planned. Had to deal with lots of small problems for employees so couldn't progress well with product code.
Work Beginning: 05/05/2014	Work Plan	Fix any integration problems that arise. Work on slide duration task, and create logging class for eCook internal errors. Attend lab sessions to provide support for employees.
	Issues	

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes - none

Defects closed	Number of defects closed per week tracked	Yes - 4
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 – fixed Jira problem
Thorough testing	Check to see whether units have been tested according to the “Test Strategy” documentation	NO – Action on to do.