Managers' Weekly Report & QA Metrics

Work Beginning: 31/03/2014	Work Summary	Coordinated online meeting using Fuze software. Finished implement of slide logic code, after meeting with Max to clarify points on XMLParser code. Moved code base to JFx8 and JDK8, and supported employee through transition.
	Issues	Unable to review other code properly as work load too heavy.
Work Beginning: 07/04/2014	Work Plan	Fix integration problems, and review testing of eCook so far. Start new iteration (4) and assign new tasks, and bugs from previous iteration to employees. Fix up ImageHandler testing.
	Issues	Problems with code and Jira not being documented after the iteration has supposedly finished. Means delaying start of next iteration.

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes – 3
Defects closed	Number of defects closed per week tracked	Yes - 3
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.