

# Managers' Weekly Report & QA Metrics

<p>Week Beginning: 19/05/2014</p>	<p>Work Summary</p>	<ul style="list-style-type: none"> <li>- Attended meeting to discuss iteration 6, HTML tour and sales presentation.</li> <li>- Worked on the RecipeScreen, IngredientsScreen and ShoppingListScreen features of eCook.</li> <li>- Fixed GUI CSS issue</li> <li>- Supervised Java Club</li> <li>- Liaised with JO about the HTML tour</li> </ul>
	<p>Issues</p>	<ul style="list-style-type: none"> <li>- Java club attendance was poor due to exams.</li> <li>- eCook still has plenty of issues and time is running out!</li> </ul>
<p>Week Beginning: 26/05/2014</p>	<p>Work Plan</p>	<ul style="list-style-type: none"> <li>- Fix notes panel and controls panel to display correctly</li> <li>- Fix the fullscreen issue</li> <li>- Complete the HTTP access recipes feature</li> <li>- Include a 'get recipe from URL' feature</li> <li>- Work on implementing the</li> </ul>

		eCook online store. - Provide a client for uploading recipe files to the eCook store server. - Work with JO to incorporate the XML validator feature in recent XML coding efforts. - Continue working on the HTML tour with JO. - Monitor attendance and progress through Java Club
	Issues	- Java club may again suffer poor attendance due to exams. - eCook looking better but still lots of work to do!

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.	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.