

Managers' Weekly Report & QA Metrics

Work Beginning: 26/05/2014	Work Summary	<ol style="list-style-type: none"> 1. Organised meeting on Tuesday to discuss iteration 6, Sales Presentation, Financial Summary and finishing eCook. 2. Worked on ToolTips and added them to every button on eCook. 3. Consolidated Play/Pause button into one button on eCook. 4. Made logo for eCook and added it to the GUI.
	Issues	Could not do as much work this week because of exams during the week. Concerned about ZT's absolute absence from meetings, lab sessions and on goings of the project. Need to speak with him.
Work Beginning: 02/06/2014	Work Plan	<ol style="list-style-type: none"> 1. Organise meeting for entire team on Monday, Wednesday and Friday to discuss end of project tasks and Sales Presentation Practice. 2. Book a room on Sunday for Sales Presentation run through. 3. Work with JO to completely redo the GUI. 4. Work with JO on the product line to fix any remaining problems. 5. Make the sales presentation. 6. Make a video with JC for the sales presentation on Thursday.
	Issues	As Paul (supervisor) is on leave this week, have invited Stuart to meetings. Need to ask Stuart about time of the presentations, interviews and the documents required as many team member as leaving soon after the final hand-in.

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
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes