

Managers' Weekly Report & QA Metrics

Work Beginning: 07/03/2014	Work Summary	Fixed AudioHandler code. Fixed problems with employees Java environments. Met with Max and Ankita to raise concerns about backlog of work vs time remaining. Integrated AudioHandler, VideoHandler, File Browser, and HHTP Recipe Access user stories. Started new iteration on Jira, and assigned employees tasks.
	Issues	Work not being done as expected by other employees. Employees taking too long to raise issues, meaning deadlines are missed and extended. Having to integrate all user stories for iteration 3 into eCook.
Work Beginning: 31/04/2014	Work Plan	Fix up ImageHandler testing. Create Error handling class to be called with any errors from eCook. Create integration guide for other employees. Hopefully review eCook code to company coding standards.
	Issues	Integrating error handling class will require lots of changes

		throughout existing eCook code.
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Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes – 7
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 – none
Thorough testing	Check to see whether units have been tested according to the “Test Strategy” documentation	NO – Action on to do.