Managers' Weekly Report & QA Metrics

Work Beginning: 31/03/2014	Work Summary	Began slideshow logic with Jon, made some significant progress. Made modifications to Mainmenu, Slidehow and Text Handler tests. Decided to change to JFX 8 and informed team of the change.
	Issues	On Thursday I leave for America, Jon will take on role of Software Manager while I am away.
Work Beginning: 07/04/2014	Work Plan	Nothing as I am not here!
	Issues	

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 – Third iteration begun behind schedule. See burndown chart on JIRA for more accurate information.
Integration test results	Report/log results of integration testing	Yes - See JIRA on relevant tickets
Repeated fails	Log repeated fails and review daily	Yes - No fails
Thorough testing	Check to see whether units have been tested according to the "Test Strategy" documentation	No Still to be completed on many modules