

# Departmental Weekly Report

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## Week Beginning: 24/02/14

### Work Summary

- Summary of work carried out by the department during this week
  - Each individual in the team has been working with his or her pair coding in JAVA.
  - I as Finance Manager have been researching on the construction of the second financial report which is due in Friday of week 9
- Were all planned tasks achieved?
  - In terms of the financial tasks, yes the tasks are on track.

### Issues

- This week has been a quiet week in the Finance/Marketing department as we have just submitted our financial report last week, where the majority of the work was put into constructing the Financial Report 1 and the Contracts. The main task this week was coding which is under the supervision of the software manager.
- Have last week's issues been successfully resolved?
  - Yes, we have successfully completed the contracts with the documentation manager and also the financial report 1 which was also submitted on time.

## Week Beginning: 03/03/14

### Work Plan

- Outline of work to be completed by the department next week
  - Financial Report 2 to be completed by noon Friday.
  - Individuals in the department will also be coding with their pairs along with completing the financial report.
- Brief details of any inter-department work (if any)
  - The Department as a whole will be working towards completing the financial report 2.

**Issues**

- Any potential issues that may result from the work planned
- Attendance of all the finance team for the completion of the financial report.
- Pressure of completing both coding and financial report 2 for Friday of this week.
- Feedback from financial report 1 is required from Tony Ward before the submission of financial report 2.

**Notes:**

Include any further information if necessary.