

Managers' Weekly Report & QA Metrics

Work Beginning: 02/06/2014	Work Summary	Wrote super classes for Media handlers, plus as consequence refactored Image, Text, Graphic, Video, and Audio handlers with Steve. This also fixed the media stop issues for Audio and Video. Edited what content was displayed on the MainMenu screens in GUI. Changed all the file paths in eCook, and got eclipse to export a runnable JAR file of eCook. Changed how and where configuration files (notes, shopping lists, XML recipes, recipe resources) are handled, so now in the %localappdata% directory. Assisted employees with coding and environment issues/questions.
	Issues	So many issues/questions from employees that was unable to complete as much work as would have liked to. Same problems/issues (environment related) kept occurring on an almost daily basis. Some employees not contributing to completing the workload as they

		promised, therefore causing extra work for the others.
Work Beginning: 09/06/2014	Work Plan	Write super class for the GUI classes, and therefore refactor all associated GUI classes with Steve. Fix final bug with running eCook from executable JAR file. Review all test classes for appropriate coverage, and all classes to check they meet coding standards, ready for final hand-in deadline.
	Issues	Lots of code duplication in GUI classes, and also mixed with CSS formatting, meaning refactoring will be a time consuming process. ClassLoader() methods for extracting resources from JAR files, seem to throws errors when currently used from JAR file – need to find a solution.

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes – 22
Defects closed	Number of defects closed per week tracked	Yes - 37
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	Yes – but still being worked on/reviewed as refactoring happens.

