

Managers' Weekly Report & QA Metrics

Work Beginning: 03/03/2014	Work Summary	<ol style="list-style-type: none"> 1. Organised 2 meetings to discuss sprint progress, module progress and plan of action on the first iteration submission. 2. Finished coding with Max Holland on the XML Parser. 3. Liaised with Group 4 to sort the issue with the contracts out. 4. Started dialogue with Group 1 to make sure a similar problem doesn't arise. 5. Made the Risk Register for the entire project. 6. Updated the Project Plan. 7. Redefined weekly reports to include QA metrics as well. 8. Organised a meeting with all other group on Monday (4-5 pm) to revise PWS.
	Issues	<ol style="list-style-type: none"> 1. There was a conflict with the buying and selling of modules due on 7th March. The way the Image module was coded was not acceptable to Group 4 and the way their Audio module was coded was unacceptable for us. Both groups decided to redo the modules according to each other's liking. Both modules were delivered and received on time.
Work Beginning: 10/03/2014	Work Plan	<ol style="list-style-type: none"> 1. Organise 2-3 more meetings next week to discuss further sprint plans, plan for work over easter and the first iteration. 2. Start coding on Sprint 3. 3. Approve weekly reports and QA metrics. 4. Send the supervisor the company breakdown structure with group members' names.
	Issues	

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- Meetings are being held regularly with the supervisor present in at least one meeting per week.

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.	No- Even though the PWS is being adhered to, the PWS itself is quite unclear on many grounds. A meeting has been organized with other groups to clarify these conflicts.
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- The weekly review system and new format of the agenda and minutes ensures this.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes