

Managers' Weekly Report & QA Metrics

<p>Week Beginning: 05/04/2014</p>	<p>Work Summary</p>	<ul style="list-style-type: none"> - Attended whole group and separate management meetings to discuss project progress. - Received 'store user-made notes locally' user story to work on for iteration 5 with AG. - Started work with AG on said user story. - Reviewed weekly reports and timesheets. Provided comments to individuals where appropriate and updated spreadsheets. - Supervised daily Java help sessions.
	<p>Issues</p>	<ul style="list-style-type: none"> - Unsure of using the JavaFX Threading Rule and the Robot class to run automated GUI tests.
<p>Week Beginning: 12/05/2014</p>	<p>Work Plan</p>	<ul style="list-style-type: none"> - Review current state of eCook and provide documentation - Discuss progress of iteration 5 with ST

		and JC - Create a working plan with AG and JO for the HTML tour - Supervise daily Java help sessions - Complete 'store user-made notes locally' into eCook product.
	Issues	- Integration of user story into eCook may cause issues if current code is not up to company standards.

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
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.	Yes.
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, HTML tour requirements clarified by supervisor.
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, code review will help to confirm this.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes.