

Managers' Weekly Report & QA Metrics

Week Beginning: 07/04/2014	Work Summary	<ul style="list-style-type: none"> - Attended weekly meeting to discuss current issues and progress (online) - Attended iteration 4/sprint management meeting - Continued reviewing weekly reports (not much to report over the holidays).
	Issues	n/a
Week Beginning: 14/04/2014	Work Plan	<ul style="list-style-type: none"> - Start working on "Create shopping list from missing ingredients" user story with AG.
	Issues	<ul style="list-style-type: none"> - Need to find a PDF library for Java

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

Software and Business Plan clarity.	Holding review meetings to make sure that software plans and business plans are coherent.	Yes, team meetings and management meetings attended.
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.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes.