Managers' Weekly Report & QA Metrics

Work Beginning: 10/03/2014	Work Summary	1. Reviewed and updated the minutes template and QA manual accordingly 2. Took minutes adhering to the new format 3. Wrote code with Prakruti to open a file browser
	Issues	Software documentation was not sent to me for review as requested to Steve (although I gave Steve the option to format it himself adhering to the QA manual which he accepted and did not follow) and Roger. Also documentation was far from standards explicitly mentioned within the QA manual.
Work Beginning: 17/03/2014	Work Plan	1. To fully test file browser code with Prakruti 2. Integrate file browser code with Prakruti
	Issues	None.

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.
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	Working with company members to review	No, software submitted documents