

Managers' Weekly Report & QA Metrics

<p>Week Beginning: 28/04/2014</p>	<p>Work Summary</p>	<ul style="list-style-type: none"> - Attended software meeting to discuss issues with progress at the end of iteration 4. - Attended group meeting where tracking initiatives and coding club concept were introduced - Worked with AG to complete integration of shopping list and HTTP access user stories into eCook. - Monitored timesheets and weekly reports. - Monitored attendance of 'Java Club'.
	<p>Issues</p>	<p>n/a</p>
<p>Week Beginning: 05/05/2014</p>	<p>Work Plan</p>	<ul style="list-style-type: none"> - Meet with group to plan iteration 5 - Review weekly reports and timesheets - Start coding with AG on new user story for iteration 5. - Fix bugs with integration of Recipe update for N guests and

		ensure compliance with the XML Parser and testing strategy,
	Issues	<ul style="list-style-type: none"> - If weekly review sheets or timesheets are not being completed this must be chased up with individuals. - If workload is not sufficient for team members, this must be communicated to the software team for task issuing.

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 completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes.