Managers' Weekly Report & QA Metrics

Week Beginning: 26/05/2014	Work Summary	- Fixed notes panel and controls panel to display correctly. - Fixed fullscreen issue (hooray!) - Completed implementing functionality of 'get recipes from…' feature and included validation. - Updated the file structure of the notes feature - Reviewed timesheets and weekly reports - Attended group meeting and led software brief - Created a basic 'online store' for eCook and designed a recipe upload tool for clients. - Updated the XMLReader with JO after PWS alterations (and tests). - Discussed project closing plan with JC. - Ensured that the financial report was submitted on time to an appropriate standard.
	Issues	- Some team members still have exams so not much work is being done by such people.

		- eCook is far from finished!
Week Beginning: 02/06/2014	Work Plan	- Halt the current coding progress and ensure that QA standards are being met (coding and testing) before continuing with new features. - Set up new tasks and bugs on JIRA for people to pick up before the end of the project. - Meet regularly with ALL team members to monitor contribution and effort at this crucial stage of the project. - Code where necessary above ensuring that all unit tests are complete. - Work on the sales presentation if necessary. - Help JC and AG edit an instructional/promotional video for eCook.
	Issues	- Some team members are still reluctant to participate due to exams. - Sales presentation preparation is most important so eCook progress may be delayed and or limited.

Metric	How measured	Achieved (Yes/No with Comments)
Client	Holding regular meetings ensuring that the	Yes

requirements clarity.	client understands his/her own requirement statements and that these have been interpreted correctly by the company and finally signed off by both sides.	
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. Meetings are still being held weekly despite exams.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes.