Managers' Weekly Report & QA Metrics

Work Beginning: 24/03/2014	Work Summary	Coordinated online meeting using Fuze software. Reviewed XML parser code. Researched into JFx threading.
	Issues	Issues and questions raised regarding the XML parser code. Meant unable to make a proper start on the slide implementation logic.
Work Beginning: 31/03/2014	Work Plan	Meet with Ankita and Max to get answers to XML parser stuff. Make final decision on using JFx 8 in conjunction with Steve. Implementation of above if necessary. JUnit testing for Image Handler. Start implementation of slide logic code
	Issues	Meeting with Max & Ankita during holidays.

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes – 4
Defects closed	Number of defects closed per week tracked	Yes - none
Work items completed	Number of work items completed per week	Yes – view on Jira
Ratio of estimated time to actual time taken per task	Track these values weekly	Yes – View burndown charts on Jira
Integration test results	Report/log results of integration testing	YES – view on Jira (attached to relevant tickets)

Repeated fails	Log repeated fails and review daily	Yes – none
Thorough testing	Check to see whether units have been tested according to the "Test Strategy" documentation	NO – Action on to do.