Managers' Weekly Report & QA Metrics

Work Beginning: 19/05/2014	Work Summary	1. Organised meeting on Monday to discuss discuss iteration 6. 2. Worked on RecipeScreen to display recipe and recipe info. 3. Deleted 'Open Slideshow' button and made a 'Play' to run slideshow in RecipeScreen. 4. Downloaded a plug-in called FatJar to make an executable JAR file for the project.
	Issues	Not a lot of people turned up to lab session. Expected due to exams.
Work Beginning: 26/05/2014	Work Plan	1. Organise meeting for entire team on Wednesday to discuss, Sales Presentation, Financial Summary and finishing eCook. 2. Write management Report for Financial Summary. 3. Update Project Plan. 4. Start working on the Sales Presentation. 5. Do whatever coding needs to be done to finish eCook by the end of next week.
	Issues	A few people will not be able to put in the required amount of time due to exams.

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