Managers' Weekly Report & QA Metrics

Work Beginning: 05/05/2014	Work Summary	1. Had weekly meeting with team and discussed iteration 5- deadline week 4 Sunday. 2. Wrote Management Report for Financial Report 3. 3. Got given the Stone Notes user story to work with MH. 4. Made TextFileHandler to read and write text files from string and wrote tests for it. 5. Integrated this into the StoreNote GUI crated by MH. 6. Completed testing for the StoreNotes GUI. 7. Made structure of HTML tour. 8. Made a draft 'acceptance of module' sign off sheet. 9. Reviewed eCook code from the review document.
	Issues	Existing eCook code seems to be lacking in some major areas. Need in depth discussion on this issue.
Work Beginning: 13/05/2014	Work Plan	1. Organise meeting for entire team on Tuesday to discuss HTML tour, documents to be written, sales presentation and code issues. 2. Remind people of lab session from 1-3 every day. 3. Integrate StoreNotes user story into eCook product line. 4. Work on a few bug fix tasks. 5. Organise meeting between Head of Development and Group 1 to explain Video Module. 6. Sign off contract sheets.
	Issues	N/A

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- Sent and received modules as planned. Need to sign off.
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.	No- eCook code is lacking in major areas. Needs to be addressed ASAP.
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes