

Managers' Weekly Report & QA Metrics

Work Beginning: 10/03/2014	Work Summary	Completed first integration with Steve and Roger. Represented company for PWS changes. Responded to code queries from other employees.
	Issues	Minor changes to PWS mean some changes are required on our end.
Work Beginning: 17/03/2014	Work Plan	Add layering and branching capabilities to ImageHandler module. Start work on "read recipe XML playlist" user story with Steve.
	Issues	Unsure of how to implement layering. (Z-orders?)

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes – none
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	No – need to fully complete second iteration first, then re-adjust estimates.
Integration test results	Report/log results of integration testing	No – integration done but no testing yet.
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	Yes – QA manager reviewing.