

Managers' Weekly Report & QA Metrics

Work Beginning: 24/02/2014	Work Summary	<ul style="list-style-type: none"> ➤ Working with James JavaFX coding (Display Slide) ➤ Checked Github and Jira services (are active daily) ➤ Keep copies of the code file(20/02/2014, 23/02/2014)
	Issues	<ul style="list-style-type: none"> ➤ Code could not be tested using JUnit ➤ Steve had problems with Jira (Dev. Manager sorted in a day?)
Work Beginning: 03/03/2014	Work Summary	<ul style="list-style-type: none"> ➤ Checked Github and Jira services (are active daily) ➤ Financial report 2 Utilities contribution ➤ Backup copies of code (03/03/2014, 06/03/2014,08/03/2014) ➤ Researching on "How to access files using http in JavaFX" ➤ Forwarded supervisor links to create Github account.
	Issues	<ul style="list-style-type: none"> ➤ No reported problems with Github and Jira (to clarify communication method issue?)

Work Beginning: 10/03/2014	Work Summary	<ul style="list-style-type: none"> ➤ Confirmed with Dev. Manager Supervisor account in-order now. ➤ Checked Github and Jira services (that are active daily) ➤ Backup copies of the code file(12/03/14 and 13/03/14) ➤ Audio Code to align to our PWS (now Sprint 3)
	Issues	<ul style="list-style-type: none"> ➤ No reported problems with Github for week ending 16/03/14 ➤ Reported problems with Jira (DashBoard) on 15/03/14

Metric	How measured	Achieved (Yes/No with Comments)Weekending 18/03
Tool failures	Keep a record of what failed and restoration time	Yes. Failure reported on 15/03/14 and rectified on 16/03/14(Await Dev Manger on reporting function for Github.)
Company satisfaction	Internal feedback from tools	Yes. Weekending 16/03/14 our company has been able to use these services (backup and storage of code and documents).

Work Beginning: 17/03/2014	Work Summary	<ul style="list-style-type: none"> ➤ Checked Github and Jira services (that are active almost on daily basis) ➤ Backup copies of the code file dated (18/03/14 and 23/03/14). ➤ Worked on Audio Code with Sam (now Sprint 3).
	Issues	<ul style="list-style-type: none"> ➤ No reported problems with Github and Jira for week ending 23/03/14

Metric	How measured	Achieved (Yes/No with Comments)Weekending 23/03
Tool failures	Keep a record of what failed and restoration time	Yes -no reported failures. (Await on reporting function for Github.) Current reporting method is through emails from departments.
Company satisfaction	Internal feedback from tools	Yes. Weekending 23/03/14 the tools have been available for company use with no reported issues.

Work Beginning: 24/03/2014	Work Plan	<ul style="list-style-type: none"> ➤ Checked Github and Jira services (that are active almost on daily basis) ➤ Backup copies of the code file(25/03/14 and 29/03/14) ➤ Worked on Audio Code with Sam (now Sprint 3)
	Issues	No issues

Metric	How measured	Achieved (Yes/No with Comments)Weekending 30/03
Tool failures	Keep a record of what failed and restoration time	Yes -One reported failure on GitHub not synchronizing due to file naming convention between Mac and Windows. Rectified on 26/03/14. (Await Dev Manger's response on reporting function in Github.)
Company satisfaction	Internal feedback from tools	Yes. Weekending 30/03/14 the tools have been available for company use with minimal disruptions.

Work Beginning: 31/03/2014	Work Summary	<ul style="list-style-type: none"> ➤ Checked Github and Jira services (that are active almost on daily basis) ➤ Stored Backup copies of the code file(04/04/14) ➤ Completed AudioHandler Class and still to complete the integration with Sam (now Sprint 3)
	Issues	Have not managed to integrate due to issues with the Slideshow Class errors. To meet up with Jonathan for assistance in this matter.

Metric	How measured	Achieved (Yes/No with Comments)Weekending 06/04
Tool failures	Keep a record of what failed and restoration time	Yes -Nil reported failures on GitHub and Jira (Await Dev Manger's response on reporting function in Github.)
Company satisfaction	Internal feedback from tools	Yes. Weekending 06/04/14 the tools have been available for company use without disruptions.

Work Beginning: 07/04/2014	Work Summary	<ul style="list-style-type: none"> ➤ Checked Github and Jira services (that are active almost on daily basis) ➤ Stored Backup copies of the code file on(07/04/14,10/04/14 and 12/04/14) ➤ Completed AudioHandler Class now working on Audio Controller + Sprint 4 with Sam
	Issues	

Metric	How measured	Achieved (Yes/No with Comments)Weekending 13/04
Tool failures	Keep a record of what failed and restoration time	<p>Yes -Nil reported failures on GitHub and Jira</p> <p>(Await Dev Manger's response on reporting function in Github.) The current situation Is such that everybody is busy and sourcing for a better Software reporting function is not critical. Will continue with the current reporting method. Whenever a better method is found everyone will be advised.</p>
Company satisfaction	Internal feedback from tools	Yes. Weekending 13/04/14 the tools have been available for company use without disruptions.

Work Beginning: 14/04/2014	Work Summary	<ul style="list-style-type: none"> ➤ Checked Github and Jira services (that are active almost on daily basis) ➤ Backup copies of the code file done on 17/04/14 and 19/04/14. ➤ Still working on Audio-Controller Class with Sam (now Sprint 4)
	Issues	Currently Audio-Controller does not stop Audio when new slide is called.

Metric	How measured	Achieved (Yes/No with Comments)Weekending 20/04
Tool failures	Keep a record of what failed and restoration time	Yes -Nil reported failures on GitHub and Jira (See Weekending 13/04 comments.)
Company satisfaction	Internal feedback from tools	Yes. Weekending 20/04/14 the tools have been available for company use without disruptions.

Work Beginning: 21/04/2014	Work Summary	<ul style="list-style-type: none"> ➤ Checked Github and Jira services (that are active almost on daily basis) ➤ Backup copies of the code file done on 24/04/14 and 25/04/14. ➤ Await assistance on Audio-Controller Class with Sam (Sprint 3). ➤ To work on Timers Class with Steve (now Sprint 4)
	Issues	Audio-Controller does not stop Audio when new slide is called.

Metric	How measured	Achieved (Yes/No with Comments)Weekending 00/04
Tool failures	Keep a record of what failed and restoration time	Yes -Nil reported failures on GitHub and Jira (.)
Company satisfaction	Internal feedback from tools	Yes. Weekending 28/04/14 the tools have been available for company use without disruptions.

<p>Work Beginning: 28/04/2014</p>	Work Summary	<ul style="list-style-type: none"> ➤ To check Github and Jira services (that are active almost on daily basis) ➤ To Backup copies of the code file(at least twice a week) ➤ To work on Audio-Controller Class with Sam (Sprint 3) ➤ To work on Timers Class with Steve (now Sprint 4) ➤ To prepare Utilities budget report contribution (for week 4)
	Issues	

Metric	How measured	Achieved (Yes/No with Comments)Weekending 00/04
Tool failures	Keep a record of what failed and restoration time	Yes -Nil reported failures on GitHub and Jira (.)
Company satisfaction	Internal feedback from tools	Yes. Weekending 00/04/14 the tools have been available for company use without disruptions.