

Managers' Weekly Report & QA Metrics

Work Beginning: 14/04/2014	Work Summary	<ol style="list-style-type: none"> 1. Had weekly meeting for entire team on Tuesday. 2. Had Management Team meeting on Thursday. 3. JIRA ticket on shopping list now ready to integrate. 4. Meeting organised with Group 1 for discussion of modules to be bought and sold.
	Issues	Need to integrated final code with eCook. Haven't been able to do so yet due to other deadlines.
Work Beginning: 21/04/2014	Work Plan	<ol style="list-style-type: none"> 1. Organise Management and Software team meeting to address QA metrics issues. 2. Integrate shopping list user ticket into eCook. 3. Stress on the internal deadline for the iteration. 4. Have "lab sessions" to ensure everyone is getting help and also work done.
	Issues	Unsure about whether Iteration 4 will finish on time as planned.

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- Got in touch with Group 1 to liaise module selling/buying for 2 nd May.
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.	No- Software plan needs enforcing. Internal deadline needs to be taken seriously.

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- People are behind on their work and are not getting enough hours logged in. Possible solution could be conduction "lab sessions".
Documentation completed up to standard.	Working with company members to review and submit documents on time and keeping submission records.	Yes