

Managers' Weekly Report & QA Metrics

Work Beginning: 28/04/2014	Work Summary	<ol style="list-style-type: none"> 1. Had discussion with software team on Monday and identified major issues with software progress. 2. Addressed an email to entire team outlining the problems. 3. Had weekly meeting for entire team and supervisor on Tuesday. 4. Monitored 'Lab Sessions' with MH. 5. Integrated ShoppingList and AccessHTTP with MH using buttons. 6. Finished task on XML parser updating. 7. Sent video module to Group 1 and received the Graphics module.
	Issues	Integrated code has 'disappeared' from eCook. Need to be addressed.
Work Beginning: 05/05/2014	Work Plan	<ol style="list-style-type: none"> 1. Organise meeting for entire team on Tuesday to discuss Iteration 4 and begin Iteration 5. 2. Remind people of lab session from 1-3 every day. 3. Work on new tickets for iteration 5. 4. Work on a few bug fix tasks. 5. Ok the graphics module sent by Group 1.
	Issues	Missing integrated code might need to be redone. Also, still unclear on who all didn't meet internal deadline for Iteration 4.

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.

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