Managers' Weekly Report & QA Metrics

Work Beginning: 21/04/2014	Work Summary	Did work on iteration 4 and spoke to software team regarding coding. Also met with Ankita and Max to discuss closing stages of project.
	Issues	Could not work with Zayyad as planned because of a mistake, did work with Sam. Could not integrate because of bugs with eCook.
Work Beginning: 28/04/2014	Work Plan	Do some bug fix tickets on eCook, help Prakruti with her code and also integrate mine and Sams code now that eCook should be working.
	Issues	

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.
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.