Managers' Weekly Report & QA Metrics

Work Beginning: 14/04/2014	Work Summary	Reviewed work that has been completed. Began work on the Timer feature. Made additional changes to automated tests.
	Issues	Code that is ready for integration is not being integrated. AudioHandler & VideoHandler do not stop playing media when the slide is progressed forwards/backwards, or the slideshow is exited.
Work Beginning: 21/04/2014	Work Plan	Push for team members to integrate their own code.
	Issues	

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes – 2
Defects closed	Number of defects closed per week tracked	Yes - 1
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	Yes – View burndown charts on Jira
Integration test results	Report/log results of integration testing	YES – view on Jira (attached to relevant tickets)
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	NO – Action on to do.