

Managers' Weekly Report & QA Metrics

Work Beginning: 17/03/2014	Work Summary	Heavily refactored DisplaySlide code to fix branching with Steve. Coordinated use of Fuze software for online meetings. Created new PWS example playlist, and document outlining the changes between V0.5 and V0.9.
	Issues	Couldn't fully make branching work. Main menu and "slideshow" didn't properly exist. Required meetings but on holiday.
Work Beginning: 24/03/2014	Work Plan	Add layering capabilities to eCook. Write data classes to slide interpretation logic with Steve. Revisit testing for eCook product to bring up to scratch.
	Issues	Unsure of how to implement layering. (Z-orders?)

Metric	How measured	Achieved (Yes/No with Comments)
Defects opened	Number of new defects opened per week tracked	Yes – none
Defects closed	Number of defects closed per week tracked	Yes - none
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	No – need to fully complete second iteration first, then re-adjust estimates.
Integration test results	Report/log results of integration testing	YES – view on Jira.

Repeated fails	Log repeated fails and review daily	Yes – Jira (escalated a support ticket now fixed)
Thorough testing	Check to see whether units have been tested according to the “Test Strategy” documentation	NO – Action on to do.