Departmental Weekly Report

# Week Beginning: 24/02/14

## Work Summary

* Summary of work carried out by the department during this week
* Each individual in the team has been working with his or her pair coding in JAVA.
* I as Finance Manager have been researching on the construction of the second financial report which is due in Friday of week 9
* Were all planned tasks achieved?
* In terms of the financial tasks, yes the tasks are on track.

## Issues

* This week has been a quiet week in the Finance/Marketing department as we have just submitted our financial report last week, where the majority of the work was put into constructing the Financial Report 1 and the Contracts. The main task this week was coding which is under the supervision of the software manager.

* Have last week’s issues been successfully resolved?
* Yes, we have successfully completed the contracts with the documentation manager and also the financial report 1 which was also submitted on time.

# Week Beginning: 03/03/14

## Work Plan

* Outline of work to be completed by the department next week
* Financial Report 2 to be completed by noon Friday.
* Individuals in the department will also be coding with their pairs along with completing the financial report.
* Brief details of any inter-department work (if any)
* The Department as a whole will be working towards completing the financial report 2.

## Issues

* Any potential issues that may result from the work planned
* Attendance of all the finance team for the completion of the financial report.
* Pressure of completing both coding and financial report 2 for Friday of this week.
* Feedback from financial report 1 is required from Tony Ward before the submission of financial report 2.

# Notes:

Include any further information if necessary.