# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 14/04/2014 | Work Summary | 1. Organised weekly meetings for entire team. 2. Coded on making shopping list with MH. |
| Issues | Need to integrated final code with eCook. |
| Work Beginning: 21/04/2014 | Work Plan | 1. Code export to PDF with MH. 2. Find library for pdf conversion. 3. Organise meeting with supervisor 4. Organise management team meeting |
| Issues | Unsure and apprehensive about integration. |

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| **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- There have been 4 meetings in the easter break so far. |
| 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. | No- Software plan needs to be discussed. Falling behind in coding. |
| 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. | No- Not everyone is completing their JIRA tickets or logging the number of hours needed. Need to be addressed. |
| Documentation completed up to standard. | Working with company members to review and submit documents on time and keeping submission records. | Yes |