# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 31/03/2014 | Work Summary | Coordinated online meeting using Fuze software. Finished implement of slide logic code, after meeting with Max to clarify points on XMLParser code. Moved code base to JFx8 and JDK8, and supported employee through transition. |
| Issues | Unable to review other code properly as work load too heavy. |
| Work Beginning: 07/04/2014 | Work Plan | Fix integration problems, and review testing of eCook so far. Start new iteration (4) and assign new tasks, and bugs from previous iteration to employees. Fix up ImageHandler testing. |
| Issues | Problems with code and Jira not being documented after the iteration has supposedly finished. Means delaying start of next iteration. |

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| **Metric** | **How measured** | **Achieved (Yes/No with Comments)** |
| Defects opened | Number of new defects opened per week tracked | Yes – 3 |
| Defects closed | Number of defects closed per week tracked | Yes - 3 |
| 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. |