# Managers’ Weekly Report & QA Metrics

|  |  |  |
| --- | --- | --- |
| Work Beginning: 07/03/2014 | Work Summary | Fixed AudioHandler code. Fixed problems with employees Java environments. Met with Max and Ankita to raise concerns about backlog of work vs time remaining. Integrated AudioHandler, VideoHandler, File Browser, and HHTP Recipe Access user stories. Started new iteration on Jira, and assigned employees tasks. |
| Issues | Work not being done as expected by other employees. Employees taking too long to raise issues, meaning deadlines are missed and extended. Having to integrate all user stories for iteration 3 into eCook. |
| Work Beginning: 31/04/2014 | Work Plan | Fix up ImageHandler testing. Create Error handling class to be called with any errors from eCook. Create integration guide for other employees. Hopefully review eCook code to company coding standards. |
| Issues | Integrating error handling class will require lots of changes throughout existing eCook code. |

|  |  |  |
| --- | --- | --- |
| **Metric** | **How measured** | **Achieved (Yes/No with Comments)** |
| Defects opened | Number of new defects opened per week tracked | Yes – 7 |
| Defects closed | Number of defects closed per week tracked | Yes - 4 |
| 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. |