# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 28/03/2014 | Work Summary | Heavily refactored and commented VideoHandler code, and handed over to external group as per contract. Arranged meeting with Stuart Porter to look further at media stop issue. Assisted in lab sessions, and fixed several minor issues such as recovering deleted files, Jira problem, integration problems, and build path problems. |
| Issues | Took much longer to refactor VideoHandler code than originally planned. Had to deal with lots of small problems for employees so couldn’t progress well with product code. |
| Work Beginning: 05/05/2014 | Work Plan | Fix any integration problems that arise. Work on slide duration task, and create logging class for eCook internal errors. Attend lab sessions to provide support for employees. |
| Issues |  |

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| **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 - 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 – fixed Jira problem |
| Thorough testing | Check to see whether units have been tested according to the “Test Strategy” documentation | NO – Action on to do. |