# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 12/05/2014 | Work Summary | Assisted employees with issues throughout the week. Got a logger working and made small changes to the ErrorHandler class. Reviewed eCook functionality and created set of tasks & bugs ready for iteration 6. |
| Issues | Lots of issues to fix for other employees, so didn’t manage to achieve as much of own work as planned. |
| Work Beginning: 19/05/2014 | Work Plan | Tidy up code (refactoring and commenting), plus bugs & tickets from iteration 6. |
| Issues | Exams & on holiday Thurs-Mon. |

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| **Metric** | **How measured** | **Achieved (Yes/No with Comments)** |
| Defects opened | Number of new defects opened per week tracked | Yes - 8 |
| Defects closed | Number of defects closed per week tracked | Yes - 2 |
| 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. |