# Managers’ Weekly Report & QA Metrics

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| Week Beginning: 28/04/2014 | Work Summary | * Attended software meeting to discuss issues with progress at the end of iteration 4. * Attended group meeting where tracking initiatives and coding club concept were introduced * Worked with AG to complete integration of shopping list and HTTP access user stories into eCook. * Monitored timesheets and weekly reports. * Monitored attendance of ‘Java Club’. |
| Issues | n/a |
| Week Beginning: 05/05/2014 | Work Plan | * Meet with group to plan iteration 5 * Review weekly reports and timesheets * Start coding with AG on new user story for iteration 5. * Fix bugs with integration of Recipe update for N guests and ensure compliance with the XML Parser and testing strategy, |
| Issues | * If weekly review sheets or timesheets are not being completed this must be chased up with individuals. * If workload is not sufficient for team members, this must be communicated to the software team for task issuing. |

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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 |
| 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. | Yes. |
| 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. | Yes. |
| Documentation completed up to standard. | Working with company members to review and submit documents on time and keeping submission records. | Yes. |