# Managers’ Weekly Report & QA Metrics

|  |  |  |
| --- | --- | --- |
| Week Beginning: 05/04/2014 | Work Summary | * Attended whole group and separate management meetings to discuss project progress. * Received ‘store user-made notes locally’ user story to work on for iteration 5 with AG. * Started work with AG on said user story. * Reviewed weekly reports and timesheets. Provided comments to individuals where appropriate and updated spreadsheets. * Supervised daily Java help sessions. |
| Issues | * Unsure of using the JavaFX Threading Rule and the Robot class to run automated GUI tests. |
| Week Beginning: 12/05/2014 | Work Plan | * Review current state of eCook and provide documentation * Discuss progress of iteration 5 with ST and JC * Create a working plan with AG and JO for the HTML tour * Supervise daily Java help sessions * Complete ‘store user-made notes locally’ into eCook product. |
| Issues | * Integration of user story into eCook may cause issues if current code is not up to company standards. |

|  |  |  |
| --- | --- | --- |
| **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, HTML tour requirements clarified by supervisor. |
| 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, code review will help to confirm this. |
| Documentation completed up to standard. | Working with company members to review and submit documents on time and keeping submission records. | Yes. |