# Managers’ Weekly Report & QA Metrics

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| Week Beginning: 12/05/2014 | Work Summary | * Reviewed eCook and addressed issues with coding and general standards in meeting. * Supervised ‘Java Club’ every day and helped out with coding problems. * Worked with JC to plan Iteration 6. * Integrated notes user story. * Picked up a huge number of bug fixes and tasks to bring eCook up to standard. * Sat with AG and JO to finalise plan for HTML tour. |
| Issues | * Attendence at Java Club was poor this week due to exams. * Some people have yet to complete their tasks/stories for Iteration 5. |
| Week Beginning: 19/05/2014 | Work Plan | * Work with JO to start coding up the HTML tour. * Pick up new bugs an tasks to ensure that eCook meets the specification. * Start refactoring code and clean up the eCook product where necessary. * Speak to ZT about GUI and CSS issues. * Chase up SB for recipe files and XML playlists. |
| Issues | * SB may not have completed the playlists yet. If this is the case, the development of the product will suffer. * GUI issues are notoriously difficult to fix. |

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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. eCook review seems to have reminded team members about the coding standards and QA. |
| 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. Meetings are still being held weekly despite exams. |
| Documentation completed up to standard. | Working with company members to review and submit documents on time and keeping submission records. | Yes. |