# Managers’ Weekly Report & QA Metrics

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| Week Beginning: 19/05/2014 | Work Summary | * Attended meeting to discuss iteration 6, HTML tour and sales presentation. * Worked on the RecipeScreen, IngredientsScreen and ShoppingListScreen features of eCook. * Fixed GUI CSS issue * Supervised Java Club * Liaised with JO about the HTML tour |
| Issues | * Java club attendance was poor due to exams. * eCook still has plenty of issues and time is running out! |
| Week Beginning: 26/05/2014 | Work Plan | * Fix notes panel and controls panel to display correctly * Fix the fullscreen issue * Complete the HTTP access recipes feature * Include a ‘get recipe from URL’ feature * Work on implementing the eCook online store. * Provide a client for uploading recipe files to the eCook store server. * Work with JO to incorporate the XML validator feature in recent XML coding efforts. * Continue working on the HTML tour with JO. * Monitor attendance and progress through Java Club |
| Issues | * Java club may again suffer poor attendance due to exams. * eCook looking better but still lots of work to do! |

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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. 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. |