# Managers’ Weekly Report & QA Metrics

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| Week Beginning: 26/05/2014 | Work Summary | * Fixed notes panel and controls panel to display correctly. * Fixed fullscreen issue (hooray!) * Completed implementing functionality of ‘get recipes from…’ feature and included validation. * Updated the file structure of the notes feature * Reviewed timesheets and weekly reports * Attended group meeting and led software brief * Created a basic ‘online store’ for eCook and designed a recipe upload tool for clients. * Updated the XMLReader with JO after PWS alterations (and tests). * Discussed project closing plan with JC. * Ensured that the financial report was submitted on time to an appropriate standard. |
| Issues | * Some team members still have exams so not much work is being done by such people. * eCook is far from finished! |
| Week Beginning: 02/06/2014 | Work Plan | * Halt the current coding progress and ensure that QA standards are being met (coding and testing) before continuing with new features. * Set up new tasks and bugs on JIRA for people to pick up before the end of the project. * Meet regularly with ALL team members to monitor contribution and effort at this crucial stage of the project. * Code where necessary above ensuring that all unit tests are complete. * Work on the sales presentation if necessary. * Help JC and AG edit an instructional/promotional video for eCook. |
| Issues | * Some team members are still reluctant to participate due to exams. * Sales presentation preparation is most important so eCook progress may be delayed and or limited. |

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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. |