# Managers’ Weekly Report & QA Metrics

|  |  |  |
| --- | --- | --- |
| Work Beginning: 14/04/2014 | Work Summary | Reviewed work that has been completed. Began work on the Timer feature. Made additional changes to automated tests. |
| Issues | Code that is ready for integration is not being integrated. AudioHandler & VideoHandler do not stop playing media when the slide is progressed forwards/backwards, or the slideshow is exited. |
| Work Beginning: 21/04/2014 | Work Plan | Push for team members to integrate their own code. |
| Issues |  |

|  |  |  |
| --- | --- | --- |
| **Metric** | **How measured** | **Achieved (Yes/No with Comments)** |
| Defects opened | Number of new defects opened per week tracked | Yes – 2 |
| Defects closed | Number of defects closed per week tracked | Yes - 1 |
| Work items completed | Number of work items completed per week | Yes – view on Jira |
| Ratio of estimated time to actual time taken per task | Track these values weekly | Yes – View burndown charts on Jira |
| Integration test results | Report/log results of integration testing | YES – view on Jira (attached to relevant tickets) |
| Repeated fails | Log repeated fails and review daily | Yes – none |
| Thorough testing | Check to see whether units have been tested according to the “Test Strategy” documentation | NO – Action on to do. |