# Managers’ Weekly Report & QA Metrics

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| Work Beginning: 19/05/2014 | Work Summary | Assigned iteration 6 to be finished Wednesday Week 7 Further timer fixes. Slide control fixed by Max, timers added to note control bar instead. Did some small bug fixes, removed the “Press esc” hint on the main menu and changed the hint on the slideshow to say “press esc to return to main menu” |
| Issues | Nanoelectronics exam revision on the Wednesday took priority. |
| Work Beginning: 26/05/2014 | Work Plan | Ideally work on bug fixes. |
| Issues | Nanophontics and Optical Communications exam next week, little work expected to be completed. |

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| **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 - 6 |
| 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 |