



School of Computing and Information Technologies

Date 12/05/2023

Project Name Spot: A web-based venue reservation system

Subject: **MCSPROJ**

Mr. / Ms. Jose Eugenio Quesada
Designation Faculty

Dear Mr. / Ms. Quesada,

Greetings!

I belong to one of the student groups who are enrolled in **Applied Project – System Prototype (MCSPROJ) for the 2nd Term of the school year 2023-2024**. On behalf of the group members, I, **Daniel Olarte**, as the team leader, humbly requests that you serve as our **project consultant**. My members and I are confident that your qualifications, expertise, and experience will be beneficial to the project in guiding the team towards its successful completion.

The roles of the project consultant will be as follows:

- Advises the student(s) on the specific areas (depends on consultant expertise) of the project.
- Must be in communication with the course instructor and project adviser for consistency of rules and schedule implementation.
- Will assist the Project Adviser in doing basic proofreading of the submitted project deliverables,
- Commits to agreed regular weekly meetings or consultation schedules with the project group to monitor progress and help meet the project schedule.

We hope that you will accept this invitation. If there are queries that you need to clarify in this regard, I will be more than happy to assist. If you accept the invitation, kindly affix your signature at the end of the document.

Thank you.

Sincerely,



Daniel Olarte

Team Leader

Manuel Sebastian Sanchez

Course Instructor

Jose Eugenio L. Quesada

Project Consultant