Dear

I am writing to…

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The standard of the product presentation was not as good as last time. The demonstration was unprepared and a bit chaotic. Several technical issues have adversely affected the professionalism of the overall presentation. We understand that project always involves dealing with a series of challenges. Uncertainty is a normal part of the team work process. We suggest the development team may find the challenges of projects more manageable if they have expected some level of uncertainty before the demonstration. More adequate preparation work can be done to ensure all required materials are usable and presentable.

During the meeting, messages were communicated clearly but only covered the basic information with limited explanation on the work done in the sprint. We are expecting a more persuasive, well-paced explanation is included and is easy to understand and professional looking with visuals where appropriate.

Our company is pleased to see that the team has the perseverance in exercising critical thinking to solve bugs and problems that they are facing. During the demonstration, member has exhibited problem solving skills by constantly questioning themselves in order to identify the reason of the malfunction. Although the presentation is not a very successful one, the attitude towards the project is appreciated.

It would be grateful to include a summary of the team progress using a burndown chart or similar tools in JIRA. An overview of hours spent and expected hours can quickly give audience a vivid idea about how well the development team has done in their project management.

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Yours sincerely,