

Brisbane QLD 4000

Monday 12th September, 2016

Digital Starfish (Team 112)

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Team 114, Package Delivery

Mr Daniel Stevenson
Brisbane QLD 4000

Dear Mr Stevenson (Team 114)

On Wednesday 7th September 2016, Digital Starfish met with Team 114 to discuss overall progress of the development of their project **On The Spot Packages**, in the theme of Packaging & Delivery. The aim of the meeting was to not only understand what progress has been made in the development of the project, but to also finalise the work to be conducted in the near future in regards to the rest of release one and release two.

Preparedness

In terms of overall preparedness, Team 114 were able to present the development of **On The Spot Packages** in a professional, non-defensive manner. The team leader and the rest of Team 114 showed high-level communication skills that demonstrated they had prepared what they were going to say and do beforehand and as such they were able to demonstrate what the project may look like once complete and also what the project will look like going forwards.

Expectations

Based on the current state of the development team's user stories, the majority of the user stories have been completed in an effective manner. Of the user stories that were completed in sprint 1 they all meet the agreed upon acceptance criteria. Although some user stories were not able to be completed in sprint 1 we are satisfied with the development teams plans on how they will complete these user stories and the reason why they couldn't be completed in sprint 1.

In terms of the business value, whilst the project is still being developed it does deliver some business value in its current form.

Technical

During the presentation, it appeared that what the developer team had produced was of high quality and the user interface was mostly functional. The sections of the product that was demonstrated showed a high amount of polish and attention to detail.

However, as much care had been put into the appearance of the product, this release of the product lacked considerable functionality. This is, however, in check with the release one plan. Despite the lack of functionality, the development team was easily able to talk about the inner workings of the

product, as well as the progress behind the scenes. They were all well informed and were able to quickly and concisely communicate the technical aspects of the project in a manner that everyone understood.

The choice to use a website as the main hub appears to be the best choice for the product. As it could be seen during their presentation, using a website allows for a high amount of polish and user friendliness in a minimal amount of time. The choice to link the website to a more technical back end also means that no functionality will be sacrificed for use friendliness/polish.

During the presentation, there were no major technical difficulties or hiccups. The parts of the product that were demonstrated appeared polished and complete, as well as containing all functionality that was expected for release one.

Professionalism of the Presentation

Team 114 presented well. They were clear and concise in what they were saying and gave more detail when necessary. One small issue was that since it was still early in the development stage they had different parts on different computers which sometimes made it difficult to determine where to look to see the mentioned detail. This was a minor issue that will be fixed before the next meeting.

The explanation of the product was clear and gave good detail on all aspects in regards to what had already been completed, any issues, and where they are going with the next step for the aspects that are not fully working.

Most aspects of the presentation were clear and prepared, a small amount of hesitation on some questions but they were able to come up with an appropriate answer with little thought.

The team was confident in giving their demonstration to us. The few minor problems that occurred they were able to tell us why this was an issue and what they were doing to start fixing it which was reassuring to know.

All the questions that were asked were answered confidently and without hesitation, the answer may not have been as hoped but they were able to justify their reasoning which was found to be acceptable.

It appeared that all members of the team were involved in the project. It appeared that they had split into smaller groups to target the areas that were the individuals strengths and this seemed to be working well for them.

Conclusion

We are happy with the progress that has been made so far and are also happy with the plans for sprint 2 and release 2. We look forward to seeing what you have completed at the end of release 1.

Yours sincerely,

Dylan Gorton

Client Representative, on behalf of Digital Starfish