

Meditation Centre
2 George St,
Brisbane City QLD, 4000

8th September 2016

Team 56

John Briggs	n9818391
Travis Leeden	n9693921
Ben Maddox	n9472070
Kelvin O'Shea	n8838691
Ellen Hui	n9174672
Curtis Dooley	n9152237

Dear Development team,

On the 8th of September a client representative team was sent to convene with the development team of the Meditation Centre in Queensland. We have compiled a letter which contains feedback on a number of observations made by our client representative team during the presentation. The feedback will include the quality of the user experiences demonstrated on the current version of the system and on the technical work completed so far.

You were able to display a well prepared demonstration with their first sprint nearly completed. With the progression of the first sprint the they were able to present the current state of their product.

The development team displayed a well prepared presentation for the first review as they were able to demonstrate the completed user stories for the first sprint plan as well as the burndown chart displaying the work they have done over the first sprint. Not only this but the development team was well prepared to answer any questions we had to do with the prototype as well as any further request on the current state.

Our expectations for the first sprint plan have been met as the agreed upon user stories have been delivered, these chosen user stories for the initial sprint plan revolved around the user's account creation and login. The acceptance criteria written for all delivered user stories have attained our expectations with the customers being able to successfully create and verify their account.

The product was presented with a high level of confidence as they were able to present with clear and concise language, the design for the main page as well as the agreed upon user stories for the first sprint.

The presentation was made at the right level for the stakeholders as it outlined the relevant information of the tasks that were completed within the first sprint, with a well planned demonstration of their current progress. The system architecture presented displayed all the essential aspects of the project The developing team explained that the system architecture that was presented was based on the previous skills and knowledge the developing team have and

felt comfortable in to develop the front and back end of the website. The only technical difficulties that occurred during the presentation was that the website was not supported across other browsers which results in the demonstration of the website being presented in chrome. The presented competed users stories and tasks did not result in any defeats.

Throughout the entirety of the demonstration, the development team maintained a very professional and high quality presentation which was well structured, clear and concise.

It was apparent that they had prepared a list of topics which were to be discussed, however all in all the presentation style was quite impromptu. This had a positive effect on the exchange between the two teams, by creating a casual atmosphere for the interaction between our client representatives and their development team. As a result, this made our client representatives comfortable and able to engage with other members in order to exchange their opinions on various aspects of the development team's presentation.

The development team elected one representative to conduct the presentation, Kelvin O'Shea, who demonstrated their prototype professionally and answered the questions of our client representatives confidently.

When faced with questions and queries which were beyond his area of expertise, Kelvin would hand over to other members of the development team who were better qualified and able to answer the questions. As a result this demonstrated to us the involvement of the other team members in the project.

In summary the development team conducted a very professional presentation, which clearly portrayed the intentions and benefits of their product. All speakers presented their information with confidence and conviction, and as a collective the team were able to answer all questions and queries.

**Kindest Regards,
Client Representative Team**