

Meditation Centre

2 George St,
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Team 56

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Dear Team 56,

On the 13th of October a number of representatives were sent to meet with the development team for the meditation centre to assess the current state of the product. This letter contains feedback on how your development team displayed the overall presentation of the product including things like the preparedness, expectations, professionalism and the technical work completed so far.

In previous weeks your development team has failed to meet the goals and expectations that had been put in place. This was not the case as your team was able to display a clear and well prepared presentation demonstrating how the goals have now met your current sprint plan. Through the demonstration your development team were able to display how not only have the goals for sprint plan 3 been met but are ahead of their proposed schedule.

Your team was able to display a clear and concise presentation, demonstrating your completed user stories. During the presentation you were able to outline exactly what was happening and what user stories were being completed, displaying this in a completed burndown chart for Sprint plan 3 and your current position in Release 2. After the presentation you were able to answer any questions with the progress and development of the product and how the product will continue to meet your sprints for the end of Release 2.

Much like the demonstration that was presented to us on the 8th of September, 2016, your development team displayed a high quality presentation which was well structured, clear and concise. It demonstrated your professionalism and your attitude towards delivering a high quality product.

Similar to the previous demonstration, it was obvious that the development team had a list of topics that was to be included in the presentation. As a result the development team answered most of the topics and queries that we had, as the client team, prior to attending the meeting.

The quality of the prototypes that were being presented to us were obviously of a higher quality in comparison to the previous meeting, being week 11. This reflects to us that the development team are on track with their releases and sprint plans.

The technical side of the presentation ran effortlessly indicating that your choice of system architecture and programs to construct the project has been a beneficial decision. Choosing programs that members of your team already had knowledge in has benefited you greatly in completing a well structured project. During your presentation there was a technical difficulty in putting a student on a waitlist but this was easily fixed by your team on the spot.

One noticeable improvement from the previous presentation which reflected to us the professionalism of your team was the way your team split up the content of your presentation amongst themselves. This demonstrated to us that all of the members in your development team are partaking an active role in the design and implementation of the product, and are delegating roles based on area of expertise resulting in a higher quality end product.

Again the main spokesperson for the team was Kelvin who, when it came to the Q&A section of the presentation, tried to answer any and all questions and queries that were presented to him. When posed with a question that were beyond his area of knowledge he would hand over to the next most qualified team member to answer it to the best of their ability.

This time it seemed that the development team had refined the structure of their presentation, these improvements include:

- Topics covered
- Quality of prototype
- Delegating topics amongst team members based on area of expertise

In Summary the development team have yet again demonstrated an impressive prototype of the final product and have exceeded our expectations with a very professional presentation, and has delivered a product that adds value to our business.

**Yours Faithfully,
The Client Representative Team**