

Meditation Centre - Team 52  
123 Naught Street,  
Brisbane 4000  
September 12, 2016

Mr. John Doe  
CEO  
Team51  
123 Crisscross Street,  
QLD, Brisbane 4000

Dear Team 51,

We thank you for taking the time to meet with us on Thursday to discuss the development of the web application your team is developing.

You were clearly prepared for the demonstration, presenting yourself beyond the casual conversational setting we expected and succinctly going through and demonstrating the completed user stories. Additionally, you showed your team's plan to keep the project on schedule and feature complete such that we are confident in your ability to present a finished product at the end of the development cycle.

Your team delivered on the two stories planned for in sprint 1, showing a general user interface that is capable of both creating and viewing course lists, which inherently demonstrated the other story--the implementation of supporting backend technologies.

Although you demonstrated that the user stories were implemented and we were able to test them ourselves; we do feel that your team might have been able to detail more specifically how your features met the acceptance criteria explicitly stated in product backlog. Despite this we do feel confident that all the acceptance criteria *were* met.

Your product went beyond our expectations for the initial sprint, showcasing not only the 'barebone' features we were expecting specific to sprint one, but also showing a number of pages of varying degrees of completeness that were not expected until later in the release schedule; for instance the login screen. Although not communicated officially; through casual conversation we were aware of the relatively advanced state of development.

Although understandable given the limited time spent, and still within the agreed-upon sprint plan, the product at present has not yet reached the point where it has any significant business value for us, as although a login is required to access the pages it is not yet possible for an ordinary user to create accounts. This was brought up with you at the meeting, and you confirmed that this will be altered shortly so at present we are satisfied.

We appreciated the depth you went into regarding the technology behind the website, it seems suitable for the project and it is good that you have some planning in place for scaling upwards. Although; as clients with relatively little technical knowledge we did find that some of your more technical points were a little hard to follow. Your presentation went smoothly, with no unexpected technical difficulties or defects that we could observe.

The delivered presentation was of an excellent and professional business standard, both clear and coherent. The product demonstration was in depth and clearly explained, with your team clearly noting important aspects of the application.

Although obviously not rehearsed to the point that team members were vocalising prepared speeches, it was clear that your team had made significant effort to ensure that your presentation was performed confidently and with minimal issues.

We had minimal queries about the project, however for the few questions we did ask, you provided confident, detailed yet succinct responses.

Although difficult to interpret from a brief presentation, from what we could perceive your team presented a fairly united front that indicated a relatively equal contribution and involvement in the project. All your team members seem prepared and understood their roles in the presentation.

Overall, it was a successful and professional presentation. We are pleased to see that your team is very productive and making great progress, and have confidence that you will deliver a final product at a high standard.

We look forward in seeing what you achieve in the first release.

Sincerely,  
Meditation Centre - Team 52