Business Letter Contribution Release 1

Team 14 – Community Organization (Yee Chen Fong n9602976)

I contributed by writing the **Preparedness** and **Expectations** part of the Business Letter for Peer Review 1. My team mates also involved in other parts, and fixed the grammar and sentence structure for my part as well.

My contribution (from Peer review 1) shown below highlighted in yellow:

IFB299 Peer Review 1

Client: **Team number 14**

Student Number	Student Name
N9099816	Michael Bedford
N9465731	Micah Brown
N9485945	Scott Marshall
N9427929	James Irvin
N9602976	Yee Chen Fong
N9100172	Ryan Irvine
N8841454	Alexander Fisher

Development Team: **Team number 11**

Development Project**:** Parking Permits and Violations

Dear Team 11,
We are writing you in response to the presentation performed on Friday, September 9. We wish to discuss and share feedback to work completed in the project as it was demonstrated.

Preparedness
Your team was well prepared for the demonstration. Hosting the website online and being able to access it without trouble was particularly notable. Your team was able to sufficiently demonstrate the website functioning as per outlined in Sprint plan 1.

Expectations
We were not expecting much as this is just the first sprint of the project. At the time of presentation some data entry form ability was shown, the searching for Parking Permit is working well as it can be searched by permit ID and permit details. And your team manage to put the website online on the first sprint which is impressive on its own. Besides, the parking violation citation form is done decently with the exception of the citation form can't be submitted. Overall, these features are inline

Technical
The presentation showed the features that have been implemented one at a time in terms of the websites current functionality. The system architecture is a relational database-connected website that enables the use of the website on multiple different browsers so it is good for its ease of use and compatibility.

Defects in the product which have been provided feedback on are as follows:
- The arrangement of the form could be more polished and professional looking, in the process providing greater clarity of information to people accessing it, however this is a minor issue.
- The account creation feature could be improved by reducing the password minimal requirements to letters and numbers, for quality of life purposes.
- Searching interface can be made more user friendly.

Professionalism
The website presentation was coherent and easy to understand and your team was very capable of explaining the process thoroughly. The product presentation came across as an ad hoc performance but was still well executed, implying a strong understanding of the work. The project is only on its first sprint so it is understandable that there were object designs that were a little difficult to describe and explain, but the team is still able to confidently explain the reasons behind them and were able to clarify the navigation and page design. The presenters had a clear understanding of what was coming up in future sprints and were able to explain future design and performance enhancements. Not many problems were encountered during the presentation and the presenters had the knowledge and understanding of the website and was able to confidently answered all our questions. However, only 2 person of the team were involved in the presentation in the project, but that is not really a big issue.

In conclusion, this letter covered the preparedness, expectations, technicalities and professionalism of Team 11 in-depth while demonstrating the team's Parking permission and Violations project. As a whole, the team is performing decent, delivering most of the user stories for first sprint of Release 1. An area of the team in need of improvement is a more realistic planning strategy and more project management support for task delegation so that everyone is informed and can fully participate.

We hope that our feedback will allow future presentations to be more informative and productive.
Kind regards,
Team 14