**Release 1**

1. Team was not sure how to write a business letter for the peer review. I did the research in this regard to make recommendations for release 1
2. Organised Meeting with Clients to discuss extra client requirements
3. Planned and completed Release 1 & Sprint 1/2 Plan
4. Various User Stories/Issues added to Jira (view in <https://sefteach01.qut.edu.au/jira/browse/AALLXVI-51?jql=project%20%3D%20AALLXVI> )
5. Added acceptance criteria to User stories/issues (view in Jira Project at <https://sefteach01.qut.edu.au/jira/browse/AALLXVI-51?jql=project%20%3D%20AALLXVI> )

**Release 2**

1. Burn Down Chart Completed throughout the Release process
2. Feedback from our clients about the product, prior to the release 2 submission date, was gained to allow our team to develop the best product
3. Design Concepts (Logo, Font Type, etc.)
4. Resource gathering for various aspects of the website
5. Team was not sure how to write a business letter for the peer review. I did the research in this regard to make recommendations for release 2