Business Letter to

**From:**

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**To:**

Team 36

Project under development : Pineland Music School Website

**September 7 2016**

This letter contains feedback on the demonstration that team 36 presented for us in the Week 7 IFB299 Workshop (Tue, Sep 6 2016).The following contents of this letter includes the analysis of the demonstration and the feedback to help demonstrate more of the product for future peer review sessions.

Preparedness

In reference to your Sprint 1 plan that was provided last week, your team was required to complete the website interface design, website main page function, user login and registration function before this week. We found out that your team has only completed the few functionalities of the website interface design, and failed the burn down of your sprint plan. We understand that everyone encountered difficulties at the beginning of project so the progress is acceptable.

Although the presentation does not match the plan, we can still provide some feedback based on the current project mock up and interface design.

Expectation

For the user interface, we feel that warm colours are more suitable for the website comparing to the black and white theme. Other than that, we hope that the user interface design should be user friendly so that it the website is easy to navigate. For example, the hyperlinks should not be too small. As a guideline for the user interface it would be highly recommended to follow the mock-ups that was provided earlier during the tutorial.

For the user login function, based on the provided simple prototype, it did not pass the acceptance criteria. Different users should have different registration pages for the reason that the information required from the different users are not the same. Other than that, this website should allow parents to help their child to register for future classes. Furthermore, all users should share the same login page. The website should be able to identify the identity through login username or by link (as in a link that states “admin” etc.) but not through the use of a radio button.

Technical

As what we have mentioned above, your team has only completed the user interface during this mockup. As a result, we cannot provide any feedback on the website functionality. However, according to the presentation that was delivered the layout was well designed with some minor change in reference to the colour. Furthermore the registration page should include some sort of validation so that there will be no errors when the user logs in.

Professionalism of Presentation

The explanation on the product website and the questions that we provided were answered clear and well. In addition, we hope that your team was to present your website through the one screen (big screen provided) at the next peer review session. In regards to the whole presentation, we noticed that there was only half of the group participating as other members of the group seemed busy on their website development during the presentation.

To conclude, both teams experienced complications regarding the progress of their technical endeavours and assignments, these however were expected and entirely acceptable. Written in this letter are some hopeful expectations that we have provided as your client team. While all benchmarks in terms of sprint plans have not been met we firmly believe you to be on the route to fully satisfactory product and we hope this letter has provided some insight and guidance into achieving that.