

Client Contact Details : COMP3888_T15A_Group1

COMP3888_T15A_Group1 <notifications@instructure.com>

Mon 31/08/2020 5:24 PM

To: Shau Chi Hui <shui3677@uni.sydney.edu.au>

Dear Capstone Project Group,

Below are the client contact details of the project that has been allocated to you. You can reach out to your client to organize the first group meeting online (or whichever meeting settings the client and your group prefer) and discuss the more details on the requirements, expected outcomes/deliverables and project scope.

Robotics	Cian Byrne	CP34 – Optimal Path for Drone Delivery	cian@roboticsmasters.co
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As a way of introduction and professional communication, it's strongly recommended to share with your client a crisp summary of the skills knowledge of all group members. This would help your team and the client to best employ the team's skills and knowledge and plan for developing any additional skills and knowledge ahead of time.

Also, make sure that only one team member always communicates with the client and CC all team members and your tutor in the communication (let the client know who is copied in the email). Clients advised they prefer to have one team member as a point of contact and coordination of meetings, events, and any other correspondence.

Once your project allocation is confirmed, you will need to contact your client immediately. The [minutes](#) of this meeting should be documented and included on your Bitbucket site), to:

- understand your project,
- negotiate, refine and/or confirm the scope of your project (**your final scope should be formally documented and signed off by your client**) and
- start eliciting user stories.

Important tips for communicating with your client:

- Be respectful and professional
- Copy all team members and corresponding people
- Team leader to communicate with the client for the duration of the project
- Communicate proactively – e.g. unable to attend a meeting



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