Personal Portfolio - Artefacts

# Release 1

**Business Letter Research**Conducted extensive research on how to write and format a business letter. Further research was done into how to specifically make business letters that relate to demonstrations and meetings.

**Created the first Business Letter**I wrote the first business letter/ peer review for our group. Alex assisted in formatting and adding changes to the document where necessary.

**Created UI sketches**I researched and found an online wireframe developer tool to assist in making UI mock-ups for the developers to use in future releases. I made sketches to cover all aspects of the website.

**Created Release 1 Sprint Plan**Myself and Hayden co-wrote the release 1 sprint plan together, this was a combined effort to maximise the quality of work and to ensure consistency.

**Created Logos**I created two logos as I was the only member of the group with any graphic design background. These logos were intended for future releases as the developers were focuses on usability rather than the aesthetics of the website.

**Created Release Sprint 1 Burn down Chart**This Burn down was co-created with Hayden with the same mentality of the Sprint plans to ensure the document was to the highest standard.

# Release 2

**Created Additional Logos**I felt that the two logos created in Release 1 were not enough so additional logos were created. The more logos gave the group and client a wider choice of options.

**Created the Second Business Letter**I made mistakes in my first business letter but with the feedback given I was entrusted again to write the second business letter with Alex reviewing my submission.

**Created Usability Test**I created a usability test for the website with 5 test participants that had a varying age, sex and computer literacy levels. This was an extensive test that covered the whole website and its main features that were in the release 2 of the website.