***Team 82 (Project I.T.)*** ***- Team Members include:***

*Se Jun Ahn (N8922713), Ji Young Choi (N7294352), Kris Kingston (N9169008), Kent Lie (N9530941),*

*Tess Nash (N9163166), Sahib Onkar Singh (N9058575), and Peipei Zhang (N9412719),*

***Development Team:*** *Team 81*

***Developing Project:*** *Pinelands Music School*

Dear Team 81,

We are writing to you today to provide you with feedback regarding the demonstration you provided us with for the *Pinelands Music School* development project. In this review, we will provide you feedback on both positive and negative aspects of your performance for you to incorporate these points into your future development. The main areas of focus in this letter will be your preparedness for the demonstration, our expectations as a client team and whether we believe these expectations were met, the technical aspects of the demonstration, and your team’s level of professionalism.

***Preparedness***

The team appeared to have done quite a bit of research and planning for this presentation as it seemed that you all were well prepared. We were impressed by the presentation delivered by your team to demonstrate your project so far to us and present how it was tracking as everything was on point and the presenters did a supreme job to explain everything in a precise manner. Although your final design was incomplete, it was good to see that your databases and servers are all sorted and the website for the project was up and running. There was a bit of an issue at the login page, which was fixed very quickly but that is one point where your team can improve on. Overall, your preparedness was no doubt one of a good quality and we hope to see a better project development result in our meeting at the end of the next sprint.

***Expectations***

We, as clients, had set some general expectations that your development team had agreed to accomplish at the end of the first sprint. However, going through your demonstration, it appeared that your team was only able to complete 4 out of the 13 user stories that were supposed to be completed in Sprint 1, meaning that the was able to complete just 30% of the given task. That is a disappointing factor and we hope your team can capitalise on it for the remainder of the sprints.

On the other hand, the acceptance criteria that was set for your user stories was fully fulfilled by the stories that your team completed. The confidence of your team to pass the criteria was commendable with hardly any deviations from the sprint plan, however the main concern at this point is that your team were unable to finish all the user stories. As a result of this, the next sprint plan will need to be adjusted and your team has to accommodate all the incomplete stories from Sprint 1 into the new Sprint 2 plan. Your team didn’t convey any particular reasons on why the stories were not completed in the Sprint, and it would have been good if your team could have provided us with a reason for the incompletion. Apart from these negatives, it seems like your team is on a right track and your product delivers business value for us at this stage of development.

***Technical***

We feel as though this presentation was made at an appropriate level for us as the stakeholders as it was not an overly complex demonstration, however it still provided us with a thorough understanding of the project’s development to date. The system architecture that was utilised was suitable for the project being delivered, and we are pleased that you are incorporating the use of MySQL, PHP, Apache, Linux and AWS for the back end of the website’s development and utilising JavaScript, HTML and CSS for the front end. We are also pleased that you’re incorporating the use of hashed and salted passwords for our users as this will provide them with an added level of security and provide extra protection for our website against vulnerabilities. Throughout the demonstration, we can confidently say that you were able to articulate to us the system architecture that you’re utilising through your overview of the systems being used and an explanation of why they are integral to the website development.

During the demonstration there was a slight technical issue with demonstrating to us how a user would login/sign up to the website. However, this issue was rectified fairly instantaneously and you also showed us that in your source codes everything was correct and there was just a technical glitch that was interfering with how it was being delivered to us during the presentation.

***Professionalism***

We felt that your team delivered a clear and coherent demonstration of the product so far with clear explanations of the website’s functionalities, features and design. We could clearly see that the presentation was prepared in advance, with the demonstration including a slideshow overview of the user stories that you had completed so far as well as the acceptance criteria that was met for each completed story. The demonstration was also confidently performed, with the team being able to smoothly recover after the slight technical issue that arose at the beginning of the demonstration and resolve this problem rather quickly. Any questions that we had regarding the project were sufficiently answered, with your team being well prepared in answering any queries we may have had and providing us with effective solutions.

Overall, we feel as though you did a wonderful job at presenting these completed features to us, and it appeared as though your entire team was involved in the preparation process for this demonstration to deliver it to us in a professional and efficient manner. We greatly appreciate the effort and hard work that you have put into our project so far, and we look forward to seeing you progress with this project and its further components in the next demonstration in the coming weeks.

Yours sincerely,

*Team 82 – Project I.T. (International Team)*