IFB299 Group 116

Package Delivery Project

2 George Street

Brisbane City, Queensland, 4000

**15th September 2016**

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Dear Mr. Nicholson

It was a pleasure having the meeting and presentation again. Discussed during the meeting was the progress of sprint 3, highlighted that development is slightly behind schedule having completed three of the four proposed tasks.

Referred in the previous business letter was the unfortunate delayed meeting time due to a late team member. Observed this meeting was the delayed demonstration for the reason needing to finalise sprint four, assumingly owing to the fact that not all stories were completed and adjustments needed to be made to ensure the development includes all requirements. Thankfully, the demonstration was presented professionally.

Your sprint plan and user stories related to sprint three have been received by our team. As documented, only three stories were completed with one task remaining for each story as well as one story unfinished. Proposed in the previous business letter was our disappointment to the demonstration during the meeting, ultimately those comments do not apply to this demonstration. A functional demonstration that displayed a working account creation, applying for parking permits as well as the ability to submit health and safety violation and working database. The demonstration also displayed a visually appealing website. Progress so far is an improvement from previous instalments, although one story will need to be included to sprint 4.

Your demonstration was well structured and the presentation was formal and professional. The development and completion of sprint three was clearly expressed as well as any complications experienced during development were brought to attention.

As always, the presentation is done coherently and explained in detail what was achieved for sprint three. The demonstration was presented confidentially without any technical difficulties. The website is functional and was displayed without disruptions. You answered all questions with detail and well thought responses and were planned for responses about the progress on the website.

To summarise the letter, we must again indicate the professionalism of preparation before a presentation. To ensure preparedness, please finalise sprint plans before or after the presentations. An improvement from last request was the time in which documents are exchanged, which is fortunate for analysing work and ensuring the presentation of sprint three is confirmed on documentation. The prototype website is currently contains the requested key functionalities the parking permit and violations architecture required including a clear, and visually appropriate design. As sprint four begins, we expect to see the story that was uncompleted in sprint three to be incorporated into sprint four. We are pleased to see the progress made on the website and have confidence all stories will be delivered within the time frame.

We look forward to meeting with your team again soon.

sincerely

**Jacob Cooper**

**IFB299 Group 116 Member**

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