IFB299 Group 116

Package Delivery Project

2 George Street

Brisbane City, Queensland, 4000

**12th September 2016**

Mr. Kane Nicholson N#######

Name goes here N#######

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2 George Street

Brisbane City, Queensland, 4000

Dear Mr. Nicholson

It was a pleasure having the presentation with you last week. As we discussed during the meeting, and from viewing your up to date sprint plan, it was clear from what was illustrated to us that your development group is on schedule for what they had planned to release by the time of the presentation.

Unfortunately, your group delivering the presentation was over an hour late due to one team member being late. Fortunately, your team was adequately prepared once all members were available for the presentation. We as a team were pleased to see a working prototype of the Parking Permits and Violations project that your team has been working on.

We had received a copy of your designated sprint plan and chosen user stories before the presentation was delivered. After working through the document and your presentation, we were pleased to note that all user stories for the current sprint plan had been completed and passed most if not all of their acceptance criteria. My team and I were somewhat disappointed with the design of the application as it currently houses only core functionality with very few if any design elements. It must however be said that this is the beginning stages of the project and your team has delivered on the user stories that you have set out to achieve by the end of the last sprint. For this reason, we cannot fault your team in this regard.

My team and I are pleased to note that the presentation was delivered in a format and technical level that was more than appropriate. From the demonstration that your team had delivered to us, it is clear that the system architecture chosen is most suitable for the Parking Permits and Violations project. Your team however failed to rationalise the reasons for choosing the particular system architecture.

We as a team were pleased with the overall presentation, it was clear, easy to follow, and coherent. From the presentation we could tell as a team that while there was clearly some preparation for the presentation, it appeared to slightly of an ad hoc nature. However, the presentation and project demonstration was done confidently any minor technically difficulties were worked through smoothly, with disrupting the presentation. We were also pleased with the level of confidence in which the questions we had were answered.

As discussed in the above paragraphs there are only a few things that you group needs to work on for the next upcoming presentation. Firstly, it would greatly improve the preparedness of the presentation if all group members were more punctual. We want to note that this however did not impact the presentation itself. Secondly, we asked for key documents to be emailed to aid my team and I in delivering this business letter to you, however those documents did not arrive in adequate time. In the future we would appreciate these documents for the next presentation as they would help greatly in delivering feedback to your team. Lastly, while setting aside some time for preparing for the presentation could have assisted in the presentation, the ad hoc nature of the presentation did not significantly impact the quality of the presentation. However, further preparation may iron out the minor technical difficulties that you experienced during the presentation.

We look forward to meeting your group again soon.

sincerely

**Dawid (David) Maartens**

**IFB299 Group 116 Member**

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