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 to meet with your team and view your demonstrated product again. Discussed during the meeting was the progress of sprint three, highlighting that development is slightly behind schedule, with your team 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. This time, the demonstration was delayed due to the finalising of sprint four planning, 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. During the previous demonstration, we were somewhat disappointed in the presented progress, but ultimately those sentiments do not apply to this demonstration. Your demonstration displayed working account creation, application for parking permits, as well as the ability to submit health and safety violation, all supported by fully working databases. The demonstration also displayed a visually appealing website. Progress so far is an improvement from previous instalments, although one story will need to be added to sprint four.

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 was done coherently, and achievements for sprint three were explained in detail. The demonstration was presented confidently without any technical difficulties. The website is functional and was displayed without disruptions. You answered all questions with a suitable level of detail and well thought responses and were well planned for queries about the progress on the website.

To summarise the letter, we must again stress the importance and professionalism of preparation before a presentation. To ensure preparedness, please finalise sprint plans before or after the presentation. An improvement from last request was the time in which documents are exchanged, which is vital for analysing work and ensuring the demonstration of sprint three is confirmed on paper. The prototype website currently contains the requested key functionalities for the parking permit and violations architecture, and presents a clear, visually appealing design. As the final leg of this project commences, 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 to date and have confidence that all remaining stories will be delivered within the time frame.

We look forward to meeting with your team again soon to view the final product.

sincerely

**Jacob Cooper**

**IFB299 Group 116 Member**

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