**School of Engineering Technology and Applied Science**

**ICET Department**

**Mobile Applications Development Project MAPD-212**

# Date:

Client's Name

Client’s Title

Company Name

Street Address

City, Province, Postal Code

Dear Client,

*Team Name*, {fill in the team name}, a team of students of Centennial College, Progress Campus, is pleased to have an opportunity to build an application, {fill in the application name} for client {fill in the company name of the client}.

This application will consist of the following features:

State the project *scope* and *objectives*:

For example:

This system keeps track of various tests performed on patients and could be used by doctors and nurses in hospitals or testing centers.

The products to be produced are:

List the *high level deliverables* here:

For example:

* Tablet/Smart Phone or any other application to track patient testing, which includes the following:
  + direct access to a central website/database and the ability to download data from Tablet/Smart Phone to PCs
  + Medical forms with test information to be entered
  + Patient Tracking using Tablet/Smart Phone
  + Prescription information using Tablet/Smart Phone
  + Symptoms information using Tablet/Smart Phone
  + All Android source code
  + An MS-SQL Server/MYSQL database, database schema, etc.
  + A java application for administrating the data on the server side
  + A Setup program for installing the application
  + User manuals/system documentation

The project will begin on February 25, 2011 and finish on April 11, 2017

In order to accomplish our goal, we will need the following material and/or information:

1. describe material needed (e.g. patient testing forms, client information, etc)
2. describe additional material needed

Your assistance in expediting the above material and any future information we may require is appreciated. Please inform us if you have any questions concerning our interpretation of the work to be accomplished.

Thank you for giving us this opportunity to apply our knowledge and skills in an actual business environment. We are looking forward to an interesting and challenging project.

Sincerely,

{Team Member Names, phone numbers, emails & Signatures}

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*Student Name Student Name*

Student Consultant Student Consultant

The following individuals will be supervising this project:

*ILIA NIKA, Ph.D.*

*Course Instructor*

*(416) 289 5000 ext. 8102*

Receipt of engagement letter acknowledged:

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*Client's Name* Date