

September 30, 2026

Priya Raman
VP Digital
Meridian Group
1200 Commerce Avenue
Austin, TX 78701

Confirming our engagement

Dear Priya,

Thank you for choosing Northstar Studio for the next phase of Meridian's customer portal. This letter confirms the scope, timing, and team we agreed in our planning session on September 22.

Discovery begins on October 5 and runs for two weeks. Alex Rivera will lead the engagement, with Jordan Lee as design lead and Morgan Taylor overseeing engineering handover. You will receive an agenda before each weekly review, and a written summary after it.

Before the first workshop, please share the approved product content and the names of the people joining from your side. If anything in this letter differs from your understanding, reply before October 3 and we will adjust the plan together.

We are looking forward to working with you.

Kind regards,

Alex Rivera
Client partner, Northstar Studio