

Sprint Planning Meeting Minutes

Date: 10/13/2025

IT Project: Personal Budget Tracker Website – SmartSpender

Group Members:

- Miladys Perez
- Maria Flores
- David Edelduok
- Malik Wahab Rashid
- Randy Pierre

Meeting Summary:

From previous sprints, the team learned that clear role assignments continue to improve accountability and workflow. The GitHub repository remains the central hub for all collaborative coding, reviews, and version control.

During this sprint, Maria created the project's database and a .PHP file to support dynamic functionality and user data handling. Randy, Wahab, and Miladys plan to complete their remaining code sections by the end of the week. Once coding is finalized, the team will begin developing project posters and preparing documentation deliverables.

The next phase will also focus on including two key documentation components in the final submission:

1. **Installation Guide** – Step-by-step setup instructions with screenshots, covering installation, configuration, and any environment-specific adjustments.
2. **User Manual** – A clear explanation of how to use the system, including its main features and functions.

Sprint 4 Goal:

- Complete the remaining half of the project's code and ensure all pages are fully functional.

- Begin developing the project posters and documentation deliverables.
- Add the **Installation Guide** and **User Manual** to the project files.
- Conduct integration testing and debugging to confirm smooth performance across all features.
- Finalize all deliverables for presentation and review.

Team Roles:

Miladys Perez – Scrum Manager/Product Owner: Track progress, define vision, ensure task clarity, and oversee project completion.

Maria Flores – Wireframe Designer & Database Developer: Refine layouts for key pages (Home, Login, Dashboard) and manage database creation and .PHP integration.

David Edelduok – Flow Planner: Maintain the user flow and ensure smooth transitions between pages from sign-up to active usage.

Malik Wahab Rashid – GUI Stylist: Finalize color schemes, fonts, and overall site aesthetics for consistency.

Randy Pierre – Feature Writer: Complete remaining coding tasks and help document the website's core features and user capabilities.