

Sprint Planning Meeting Minutes

Date: 11/24/2025

IT Project: Personal Budget Tracker Website – SmartSpender

Group Members:

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

Meeting Summary:

We have completed most of our zip file components we are just pending on our next meeting to record our 4 videos so we can finally wrap up our presentation.

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 7 Goal:

- Complete videos
- Prepare for presentation day
- 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.