

Sprint Retrospective Meeting Minutes

Date: 1/09/2025

Project: Personal Budget Tracker Website – *SmartSpender*

Attendees: Miladys Perez, Maria Flores, David Edelduok, Malik Wahab Rashid, Randy Pierre

Purpose

To reflect on Sprint 4 progress, review daily stand-up outcomes, and determine improvements and goals for the final sprint.

What Went Well

- The team successfully completed approximately **90% of the project's code**, achieving near-full functionality.
- Collaboration through GitHub remained strong, with frequent commits, feedback, and issue resolution.
- Each team member continued to fulfill their roles effectively, contributing to the project's overall progress and organization.
- Communication during daily stand-ups helped maintain accountability and alignment on goals.

What We Learned

- As the project nears completion, maintaining organization across multiple deliverables is key to avoiding overlap or missed tasks.
- Consistent communication continues to play a major role in resolving technical issues quickly.
- The team learned to balance coding with documentation and presentation work to meet upcoming deadlines.

Next Sprint Goals

- **Finalize all deliverables** assigned to each team member:

- **Maria:** Complete the database and ensure full integration.
- **David:** Create the README.txt and User Manual.
- **Miladys:** Write the Full Final Report.
- **Randy:** Design the Project Poster.
- **Malik:** Develop the Presentation Slides.
- Conduct final testing and debugging to ensure all features are fully functional.
- Review and polish all materials for the final presentation and submission.