

Sprint Backlog Grooming Meeting Minutes July 7, 2025:

Project: Hotel Management System

Attendees: Alberto Santalo, Carmine Talarico, Jonathan Gonzalez, Edward Montes

Start time: 07:00pm

End time: 08:00pm

The following user stories were created/discussed/refined/prioritized:

1. **As an admin**, I want to restrict access to financial data so that only authorized personnel can view sensitive information.
2. **As a staff member**, I want to add new rooms to the system so that they are available for guests to book.
3. **As a staff member**, I want to edit room details (price, description, amenities) so that the listings remain accurate and up to date.
4. **As a staff member**, I want to mark rooms as unavailable when under maintenance so that they cannot be booked.
5. **As an admin**, I want to delete room listings so that only active and available rooms appear in the system.
6. **As an employee**, I want to manage future bookings so that I can plan ahead and prepare for incoming guests.
7. **As a staff member**, I want to manually add bookings (e.g., phone reservations) so that all reservations are accurately recorded.
8. **As a staff member**, I want to view a list of guests checking in today so that I can prepare their rooms and welcome them properly.
9. **As an admin**, I want to view, add, and manage customer profiles so that I can track guest history and personalize services.
10. **As an admin**, I want to view the hotel's profit and loss summary so that I can monitor financial performance.
11. **As an admin**, I want to generate profit and loss reports over customizable time ranges so that I can analyze trends.
12. **As an admin**, I want to view occupancy rates over time so that I can make informed operational decisions.
13. **As an admin**, I want to view payment history across bookings so that I can maintain financial records.
14. **As an admin**, I want to manage employee salary records so that I can process timely and accurate payroll.
15. **As an admin**, I want to track room cleaning schedules so that I can ensure rooms are ready for incoming guests.
16. **As an admin**, I want to access the system from multiple geographic locations so that I can manage different hotel branches remotely.
17. **As an admin**, I want the platform to support multiple hotel branches so that I can scale the business without changing systems.

The user stories below are completed:

1. **As an admin**, I want to assign roles to users so that I can control access to system features based on job responsibilities.
2. **As an employee**, I want to access only the menu items relevant to my role so that I can complete my job efficiently.
3. **As an employee**, I want to view room details and check real-time availability so that I can assist guests with bookings.
4. **As a staff member**, I want to view a list of current bookings so that I can monitor occupancy and assist guests accordingly.
5. **As an admin**, I want to manage check-ins and check-outs so that I can optimize room turnover and availability.
6. **As a user**, I want a clean and user-friendly interface so that I can navigate and use the system with ease.
7. **As an admin**, I want to log in securely so that I can manage all hotel operations.