

Sprint Review Meeting Minutes

Date: June 29, 2025

Attendees: Jonathan Gonzalaz, Carmine Talarico, Albert Santalo, Edward Montes

Start time: 11:30am – 12:00pm

Core Functionalities of the program:

- Housekeeping
- Email Notifications
- Admin Dashboard

Sprint Objectives:

- Develop and implement housekeeping functionalities.
- Develop and implement email notifications for bookings.
- Expand admin dashboard to display extrapolated information.

Accepted User Stories:

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 admin, I want to restrict access to financial data so that only authorized personnel can view sensitive information.
3. As an employee, I want to access only the menu items relevant to my role so that I can complete my job efficiently.
4. As an employee, I want to view room details and check real-time availability so that I can assist guests with bookings.
5. As a staff member, I want to add new rooms to the system so that they are available for guests to book.
6. As a staff member, I want to edit room details (price, description, amenities) so that the listings remain accurate and up to date.
7. As a staff member, I want to mark rooms as unavailable when under maintenance so that they cannot be booked.
8. As an admin, I want to delete room listings so that only active and available rooms appear in the system.
9. As an employee, I want to manage future bookings so that I can plan ahead and prepare for incoming guests.
10. As a staff member, I want to manually add bookings (e.g., phone reservations) so that all reservations are accurately recorded.
11. As a staff member, I want to view a list of current bookings so that I can monitor occupancy and assist guests accordingly.
12. 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.
13. As an admin, I want to manage check-ins and check-outs so that I can optimize room turnover and availability.

14. As an admin, I want to view, add, and manage customer profiles so that I can track guest history and personalize services.
15. As an admin, I want to view the hotel's profit and loss summary so that I can monitor financial performance.
16. As an admin, I want to generate profit and loss reports over customizable time ranges so that I can analyze trends.
17. As an admin, I want to view occupancy rates over time so that I can make informed operational decisions.
18. As an admin, I want to view payment history across bookings so that I can maintain financial records.
19. As an admin, I want to manage employee salary records so that I can process timely and accurate payroll.
20. As an admin, I want to track room cleaning schedules so that I can ensure rooms are ready for incoming guests.
21. As an admin, I want to access the system from multiple geographic locations so that I can manage different hotel branches remotely.
22. As an admin, I want the platform to support multiple hotel branches so that I can scale the business without changing systems.
23. As a user, I want a clean and user-friendly interface so that I can navigate and use the system with ease.
24. As an admin, I want to log in securely so that I can manage all hotel operations.

User Stories Reassigned to Backlog:

N/A