Sprint 5 Meeting Summary
Project: Landover Hills Budget Dashboard & Data Integration
Date: April 28, 2025

1. Attendees

Landover Hills Team:

- Mayor

- Carlos Pazmino

- Daniel Araj, Project Manager

- Zulykath Lucero, Data Analyst

- Arafat Bhuiyan, Data Analyst

- Ruth Ayele, Requirements Coordinator

- Shishir Poreddy, Research Specialist

- Avindra Mahesh, Research Specialist

---

2. Meeting Summary

We convened to:

1. **Review completed deliverables** (Data Needs Report; Municipal Data Assessment)

2. **Walk through the draft Best Practices Report**, highlighting how peer Maryland municipalities publish and govern open data

3. **Demonstrate the live‑connected budget dashboard** (FY24 & FY25) embedded in the Town website

4. **Discuss the draft Implementation Plan** for future year roll-outs (Google Sheet → Tableau pipeline)

5. **Align on next steps**, timeline, and responsibilities

Overall, the Mayor and IT Liaison approved the Data Needs and Assessment reports, provided minor feedback on category naming conventions, and confirmed that the live dashboard embed behaves as expected when the underlying Google Sheet is updated.

---

3. Action Items

Project Team Action Items

- Backend Integration

    - Investigate the municipality's CMS (e.g. WordPress, Drupal) and server environment

    - Prototype a simple data-fetch endpoint or iFrame embed for the live Tableau dashboard

- Deliverables Tracking

    - Assign owners and due dates for each remaining deliverable (slides, Data Needs Report, Municipal Assessment, Best Practices, Implementation Plan, Dashboard Report)

    - Hold a brief daily stand-up to ensure each deliverable stays on schedule

- Final Presentation Prep

    - Draft outline and key talking points by May 2

    - Gather screenshots, data examples, and any live demo scripts

    - Schedule a rehearsal session with the full team on May 4

- Live Dashboard Deployment

    - Add the "Download CSV" button and Category filter as requested

    - Test the dashboard embed in a staging site and confirm refresh behavior

    - Document the embed/refresh steps in the Implementation Plan

- Maryland Open Data Portal Contact

- ○ Research and compile contact info for the Portal's support or API team

Please complete this **Client Project Team Engagement Survey** within the next business day so we can continue improving our process:
 https://docs.google.com/forms/d/1j7otLJIKKfTgoZ-MfiL-jRa5D95AQGvg9SYGHaSgLTo/edit

If you have any questions or need clarification on any of the above, don't hesitate to reach out.

Thank you for your time and feedback!

—

Daniel Araj
Project Manager, Landover Hills Data Integration Team