Diploma in Information Technology (IT)

Meeting Minutes

Project Particulars

Tutor	Mr Mel Goh
Class	P03
Project Title	Delonix Regia Hotel Management System

Project Team's Particulars

Matric Number	Student Name
1505894D	Ron Soon JiaJun
1501312A	Nicholas Foo
1505448I	Low Xin Yi
1501003F	Joseph Koh

Date: 18/05/2017

Venue: Meeting Room/Lab

Present: Mr. Wang (Chairperson)
Ron Soon JiaJun (Recording Secretary)
Nicholas Foo
Low Xin Yi
Joseph Koh

Absent with apologies: No apologies were received.

S/No	Item	Action By
	Meeting started at 2:00 pm	*Write down who is doing what/ Who should pay attention to the item.*
1.	**Main System Functions** Mr. Wang stated that there are 3 main functions to the system, being the room availability and booking module, housekeeping and staff management module, and reporting module.	
2.	**System Users** Mr. Wang stated that there are three levels of users, first of which being end users who are the reception staff at the front counter. These users have access to some reports of the reporting module and full access to the room availability and booking module. The second level of users are the management users, who have access to all three main modules. The third level of users are the administrator users such as Mr. Wang himself. These users have full access to all parts of the system, with the addition of a user accounts and login creation module, which allows for administrators to create new accounts for staff and users.	
3.	**Room Availability and Booking Module** Mr. Wang stated that this module would at minimum be able to accept the following data: first and last name of guest, number of adults and children to be staying in the room, contact details (contact number, email), address details (street address, block/house number, postal code, country), payment details (cash or credit card), check-in/out date and time, additional remarks, and an indication of possible late check-out. Additional information can be included by the team.If the guest is to pay by credit card, credit card number, name, and expiration date should also be collected.	Ron to take note of necessary input fields

S/No	Item	Action By

After check-out, a payment invoice is to be generated which includes all guests' details, check-in and out dates, number of nights stayed, room rates, additional costs, and payment mode for the guest to check before making payment. An additional feature Mr. Wang suggested is to allow for editing of guest and booking records.

4. Housekeeping Management Module
Mr. Wang stated that this module has 2 key features, the first being to allow for the keeping of staff records, which consists of staff name, date of birth, bank account number, home address, phone number, and duty type (General Maintenance, Room Maintenance, Estate Maintenance, Security).

5. Reports Module
Mr. Wand mentions that this module requires the generation of 5 different report types, being room status report, all guests in room report, guests in all rooms per date report, room occupancy report, and housekeeping report. An additional feature Mr. Wang suggests would be to allow for the previewing of the reports before actually printing them.

6. Miscellaneous
It is stated by Mr. Wang that the budget of this project would be $70 000 and will be installed in a single computer running on Pentium 4 CPU, Windows XP SP2 OS, 1GB RAM, and a 160GB hard disk. The computer is connected to the internet via broadband and is also used for his blog sight implementation.

Due to limited budget and development time, there is no need to integrate the system with any other. However, some desirable things which Mr. Wang hopes to have in the future would be to allow for guests to check room availability online a timely, exporting of reports to excel sheets for numerical figures for spreadsheet usage.

As the hotel business is ever running, Mr. Wang states that there is little time to perform system backups unless some major events are taking place. However, if required, Mr. Wang suggests that the best timing for a backup would be at 2-3am on the first Sunday of the month or once a month as business is at its lowest then. 11am to 12 pm however is a busy period, thus should be avoided to perform backups then.

S/No Item	Action By

Meeting ended at 2:30 pm

Recorded by:

Ron Soon JiaJun
Recording Secretary
18 May 2017

Vetted by:

Mr. Wang
Chairperson
24 May 2017