**Temasek Polytechnic**

**School of Informatics and IT**

**Diploma in Information Technology (IT)**

Meeting Minutes

**Project Particulars**

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| **Tutor** | Qi Yutao |
| **Class** | P04 |
| **Project Title** | Delonix Regia Hotel Management System |

**Project Team’s Particulars**

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| **Matric Number** | **Student Name** |
| 1702378I | **Lee Jing** |
| 1705978C | **Koh Jia Hui** |
| 1705766B | **Lee Choon Loong** |
| 1603305B | **Toh Chien Yuan** |

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| Date: | 06/12/2018 | |  |
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| Venue: | Meeting Room | |  |
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| Present: | Lee Jing (Ms)  Koh Jia Hui (Ms)  Lee Choon Loong  Toh Chien Yuan  Mr. Wang | |  |
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| Absent with apologies: | No apologies were received. | |  |

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| **S/No** | **Item** | | **Action By** |
|  | Meeting started at 02:00 p.m. | |  |
| **1.** | **Main functions of the system**  Mr. Wang stated that the system should have at least 3 modules. Mr. Wang said that the first module, room availability and booking module should allow the administrators and reception staff to edit the guest record and booking details. It should be capturing information about guest staying in the hotel and their booking details. Jia Hui volunteered to take charge of the module.  Mr. Wang mentioned that the second module, housekeeping and staff management module, should be able to keep record of staff information and also allow management staff to assign maintenance duties to the housekeeping staff. Chien Yuan volunteered to be in charge of the module.  Mr. Wang stated that the last module, reporting module, should be able to generate 5 different kinds of report for him. They are mainly, report on room status, report that list all guest in a room, report that list all guest in all the rooms on a single day, room occupancy report and housekeeping report. He emphasised that the room occupancy and housekeeping report should be able to generate daily, weekly, monthly and yearly report which must only be accessible to the management and administrative user. He also stated that the module should allow users to preview the report before printing them. Choon Loong and Lee Jing volunteered to work on the module. | | Jia Hui  Chien Yuan  Choon Loong and Lee Jing |
| **2.** | **Users of the system**  Mr. Wang stated that the should be 3 main users. Firstly, end users, they are mainly the reception staff at the front counter which have access to selected reports and full access to room availability and booking module. Secondly, management user, who are given access to all 3 modules. Lastly, administrators, who will also be able to access all 3 modules. | | All to note |
| **3.** | **System Backups**  Mr. Wang stated that the system should backup at 2am-3am on the first Sunday of every month. He also mentioned that backup records should be kept for 5 years before safely discarding them. | |  |
| **4.** | **Other Information**  Mr. Wang stated that the budget for the system is about $70,000. He also mentioned that the system do not need to be integrated with other existing software due to limited budget and development time. | | All to note |
| **5.** | **Date of Next Meeting**  Everyone agreed that the next meeting would be held in the meeting room on Thursday 13 December 2018 at 2:00 p.m. | |  |

There being no further business, the meeting ended at 02:15 p.m.

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| Recorded by: | Lee Jing (Ms)  6 December 2018 |
| Vetted by: | Lee Choon Loong  7 December 2018 |