Temasek Polytechnic

School of Informatics and IT

**Diploma in Information Technology (IT)**

Meeting Minutes

**Project Particulars**

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| **Tutor** | Ms. Serena Tai |
| **Class** | P01 |
| **Project Title** | Delonix Regia Hotel Management System |

**Project Team’s Particulars**

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| **Matric Number** | **Student Name** |
| **1706416C** | **Vincent Tang Jian Wei** |
| **1701380F** | **Ong Zhixuan** |
| **1704749I** | **Ikhwan Haziq Bin Sinwan** |
| **1707184F** | **Aloysius Wee** |

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| Date: | 3/12/2018 | |  |
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| Venue: | Meeting Room 01 | |  |
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| Present: | Mr Ikhwan haziq bin sinwan  Mr Ong Zhi Xuan  Mr Vincent Tang  Mr Wang  Mr Aloysius Wee | |  |
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| Absent with apologies: | All present | |  |
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| **S/No** | **Item** | | **Action By** |
|  | Meeting started at 1:45 pm    **Main function and users**  Mr Wang mentioned that there are three main functions and the modules are availability of booking module, housekeeping and staff management module and reporting module.  Mr Wang claimed that there are three level of users, the first level is reception staff at the front counter, the second level is the management users and the last level is the administrator.  **Room Availability and Booking**  Mr Wang explained that the room availability module system need to accept the data input of the name and the number of guest like number of adults and children in a room, contact detail, email address and home address of the guest. The system also need what type of payment mode the guest will be paying for their booking. Its is also important to have the checkout and checkin date of the guest in the system.  Mr Wang explained that the process flow when customer check out was that customer need to check out before 12pm which afterward they bring baggage to reception area and handed room key to reception staff. The reception staff asked if any items was consumed in the room’s mini bar and generated payment invoice which included number of day stayed, item consumed. The customer checked the invoice and proceed to make payment.  Mr Wang commented that the new system should improve on the the business flow. He requested that the new system must allow staff members to edit guest record, to which he gave an example, after the customer checked in, the staff need to able to change the room if customer wish to get a change and also able change number of people in the room in the system.  **Housekeeping module**  Mr Wang stated that the housekeeping module had two key features. First features was to keep record of staff’s detail and second feature was to record staff’s 4 duty type which are general maintenance, room maintenance, estate maintenance and security.  **Reporting module**  Mr Wang state that reporting module need 5 report. First report is room status it will list all the room in the hotel (vacant, occupied or schedule for cleaning). Second report to list all the guest in a single room example two adult and one children. Third report is able to list all the guest in all the room example able to list out all guest stayed on floor on 23rd of January. Fourth report is to be used for management purpose, room occupancy report will be able to generate stat indicating occupancy for daily, weekly, monthly or yearly. The fifth report is housekeeping report, list the duties the staff have been allocated to. This report will only be management user and administrative user. Additional feature that Mr Wang request is to able to preview the report before sending it to the printer.  **Miscellaneous**  The final budget for this system is $70000 as approved. The software will be installed on a single computer at the reception staff area. This computer is a Pentium 4 running on the Windows XP Support Package 2 operating system. It has a 1GB ram and a 160GB hard disk. It is connected to the internet via a broadband connection. Due to the limited budget the system would not need to be integrated into existing systems. However, in the long term, future features could include potential guests being able to check for room availability online or the reporting module being able to be exported to an excel spreadsheet in order to do figures later on. To note, this two listed features are not a priority at this stage but will be good enhancements to be done in the long term. In an hotel business setting, the system should not be going down as it should always be running. However, a recommended time for doing backups would be 2-3 AM, once a month, preferably the first Friday of every month. The data is to be kept for a duration of 5 years after which it is safe to be discarded. | |  |
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|  | Demo and system to be done by 31st March. Mr Wang expects the system to be fully deployable on the 7th of April. | |  |
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Meeting ended at 2:00 pm

Recorded by: Aloysius

Vetted by: Mr Wang