

Meeting Minutes

Project Name:	Hotel Booking System Development
Subject:	<i>Interim review meeting</i>
Date:	<i>5 May 2020</i>
Time:	<i>1905-1930</i>
Venue:	<i>Zoom virtual room</i>
Attendees:	<i>Hotel Manager Ivy Wong</i> <i>Product Owner Douglas Ho Ka Shing</i> <i>Scrum Master Alan Chan Yuk Lun</i> <i>Technical Lead Christ Or Wang Chi</i> <i>Red Hat Tester Wilson Wong Man To</i>
Apologies:	
Agenda:	<i>Interim review meeting for hotel booking system</i>
Prepared by:	<i>Alan Chan Yuk Lun</i>

#	Date	Action	Who	Due	Status	Remarks
1	9 May 20	Complete hotel background / about us	Team	19/5/20	In Progress	

COMPLETED ACTION ITEMS

#	Date	Action	Who	Due	Status	Remarks
1	25 Feb 20	Prepare interface samples for hotel selection	<i>Technical Lead</i>	3/3/20	Completed	
2	25 Feb 20	Define product vision	<i>Product Owner</i>	3/3/20	Completed	
3	25 Feb 20	Define scope of work and project timeline	Scrum Master	3/3/20	Completed	
4	25 Feb 20	prelim Risk Analysis	<i>Red Hat Tester</i>	3/3/20	Completed	
5	3 Mar 20	Prepare more solid interface samples on hotel selection	<i>Technical Lead</i>	3/17/20	Completed	

COMPLETED ACTION ITEMS

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6	17 Mar 20	Change workflow to customer register / login prior booking	Team	4/7/20	Completed	
7	17 Mar 20	Study and found common security measures	Red Hat Tester	4/7/20	Completed	
8	17 Mar 20	Study and check applicable HCI measures	Scrum Master	4/7/20	Completed	
9	7 Apr 20	Apply encryption/auto response to chatroom	Team	5/5/20	Completed	
10	7 Apr 20	Correct CSS for website	Team	5/5/20	Completed	

Points of note (*Discussion /Decisions*)

1. Development team shared current progress, sprints and project security goals to hotel side.
2. Demo site is available and presented to hotel side. A prelim feedback from hotel side are as below: -
 1. Customer should free to check the rooms and only start booking required login.
 2. Hotel would like to clarify the behaviour for a new booking if all bookings are full.
 3. Hotel would like to have admin interface demo.
3. Team updated Hotel side which the site DNS have been routed to cloudflare.com for accessing security enhancement. Hotel side is fine with the arrangement.
4. Team would study customer request and found the solution from technical side
5. Internal closing discussion would be held on 19 May 2020