

## Meeting Minutes

<b>Project Name:</b>	<b>Hotel Booking System Development</b>
<b>Subject:</b>	<i>Internal review meeting</i>
<b>Date:</b>	<i>24 Mar 2020</i>
<b>Time:</b>	<i>1900-2100</i>
<b>Venue:</b>	<i>Zoom virtual room</i>
<b>Attendees:</b>	<i>Product Owner Douglas Ho Ka Shing Scrum Master Alan Chan Yuk Lun Technical Lead Christ Or Wang Chi Red Hat Tester Wilson Wong Man To</i>
<b>Apologies:</b>	
<b>Agenda:</b>	<i>Interim review meeting for hotel booking system</i>
<b>Prepared by:</b>	<i>Alan Chan Yuk Lun</i>

#	Date	Action	Who	Due	Status	Remarks
1	17 Mar 20	Study and found common security measures	<i>Christ</i>	<i>4/7/20</i>	In progress	
2	17 Mar 20	Study and check applicable HCI measures	<i>Alan</i>	<i>4/7/20</i>	In progress	
3	24 Mar 20	Investigate solution to phone input checking	<i>Team</i>	<i>4/14/20</i>	In progress	
4	24 Mar 20	Website look and feel	<i>Team</i>	<i>5/5/20</i>	In progress	

COMPLETED ACTION ITEMS						
#	Date	Action	Who	Due	Status	Remarks
1	25 Feb 20	Prepare interface samples for hotel selection	<i>Christ</i>	<i>3/3/20</i>	Completed	
2	25 Feb 20	Define product vision	<i>Douglas</i>	<i>3/3/20</i>	Completed	
3	25 Feb 20	Define scope of work and project timeline	<i>Alan</i>	<i>3/3/20</i>	Completed	
4	25 Feb 20	prelim Risk Analysis	<i>Wilson</i>	<i>3/3/20</i>	Completed	
5	3 Mar 20	Prepare more solid interface samples on hotel selection	<i>Christ</i>	<i>3/17/20</i>	Completed	
6	17 Mar 20	Change workflow to customer register / login prior booking	<i>Team</i>	<i>4/7/20</i>	Completed	

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Points of note ( <i>Discussion /Decisions</i> )
<ol style="list-style-type: none"><li>1. Development team shared current progress, sprints and project goals during the session. Status updated in Trello.</li><li>2. Captcha implemented in development site and tested ok.</li><li>3. SMTP for enquiry system and booking system tested ok.</li><li>4. Website routine changed to customer required to register and login first before booking and checking on available rooms per customer requested.</li><li>5. Website interface look and feel pending to be amended.</li><li>6. Next review meeting would be held on 31 March 2020</li></ol>