

Meeting Minutes

Project Name:	Hotel Booking System Development
Subject:	<i>Internal review meeting</i>
Date:	<i>21 Apr 2020</i>
Time:	<i>1900-2020</i>
Venue:	<i>Zoom virtual room</i>
Attendees:	<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>
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	24 Mar 20	Investigate solution to phone input checking	Team	5/12/20	In progress	Function required to investigate again due to version up.
2	21 Apr 20	Draft security test plan	Wilson	5/5/20	In progress	
3	21 Apr 20	Found possible vulnerabilities	Team	5/5/20	In progress	
4						
5						

COMPLETED ACTION ITEMS

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

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7	17 Mar 20	Study and found common security measures	<i>Wilson</i>	4/7/20	Completed	
8	17 Mar 20	Study and check applicable HCI measures	<i>Alan</i>	4/7/20	Completed	
9	24 Mar 20	Website look and feel	<i>Team</i>	5/5/20	Completed	
10	31 Mar 20	Website recovery and cleanup	<i>Christ</i>	4/7/20	Completed	

Points of note (*Discussion /Decisions*)

1. Development team shared current progress, sprints and project goals during the session. Status updated in Trello.
2. Website Look and Feel should be fine enough for customer review.
3. Chat enquiry function have been implemented and tested functional. Customer requested security measures have been tested and applied.
4. Hotel Administration page layout have been finalized and would implement on next release
5. Phone number masking function have been located and mechanism in php would need further study due to plugin version update.
6. Testing plugins already cleaned up.
7. Team shared some security focusing topics and would test on completed system
8. Next customer meeting would be held on 28 April 2020