Meeting Minutes

Project Name:	Hotel Booking System Development
Subject:	Interim review meeting
Date:	17 Mar 2020
Time:	1935-1950
Venue:	Zoom virtual room
Attendees:	Hotel Manager Ivy Wong 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
Apologies:	
Agenda:	Interim review meeting for hotel booking system
Prepared by:	Alan Chan Yuk Lun

#	Date	Action	Who	Due	Status	Remarks
1	17 Mar 20	Change workflow to customer register / login prior booking	Team	4/7/20	In progress	
2	17 Mar 20	Study and found common security measures	Red Hat Tester	4/7/20	In progress	
3	17 Mar 20	Study and check applicable HCI measures	Scrum Master	4/7/20	In progress	

COMPLETED ACTION ITEMS						
#	Date	Action	Who	Due	Status	Remarks
1	25 Feb 20	Prepare interface samples for hotel selection	Technical Lead	3/3/20	Completed	
2	25 Feb 20	Define product vision	Product Owner	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	Red Hat Tester	3/3/20	Completed	
5	3 Mar 20	Prepare more solid interface samples on hotel selection	Technical Lead	3/17/20	Completed	

Points of note (*Discussion /Decisions***)**

1. Development team shared current progress, sprints and project goals to hotel side. Presentation slide is available at

   https://drive.google.com/open?id=1gZ7pn8nyBzex5HcDaX6FREhCklzHrgzw

2. Demo site is available and presented to hotel side. A prelim feedback from hotel side are as below:-

   1. Hotel side want to have customer registered before booking
   2. Hotel side want the site to perform simple checking on input data
   3. Hotel side suppose the site still in development and enhancement would be available in coming weeks.

3. Development team aligned expectation with hotel side that currently would focus on completing basic functions. Security enhancement would be available on the release afterwards.

4. Next meeting would be held on 7 April 2020