Meeting Minutes

Project Name:	*Hotel Booking System Development*
Subject:	*Internal review meeting*
Date:	*31 Mar 2020*
Time:	*1900-2120*
Venue:	*Zoom virtual room*
Attendees:	*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	Study and found common security measures	*Wilson*	4/7/20	In progress	
2	17 Mar 20	Study and check applicable HCI measures	*Alan*	4/7/20	In progress	
3	24 Mar 20	Investigate solution to phone input checking	*Team*	4/14/20	In progress	
4	24 Mar 20	Website look and feel	*Team*	5/5/20	In progress	
5	31 Mar 20	Website recovery and cleanup	*Christ*	4/7/20	In progress	

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	

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**
    1. **Team shared direction on how to modify the webpage look and feel**
    2. **Team tested apply new theme to website, but result is not as expected. Team would amend site css file to fulfil customer requirement.**
    3. **Team amended header.php and applied hotel logo**
    4. **Login page is pending to be changed**
    5. **Website layout tested in chrome and safari on browser capabilities**

3. **Chat enquiry function have been implemented and tested functional. However, further fine tune is required.**

4. **Hotel Administration page layout have been discussed, only core functions would be available to hotel superusers. Page pending to be implemented during use case test.**

5. **Phone number masking function have been located and mechanism in php would need further study.**

6. **Testing plugins required clean up while some webpages required recovery for certain previous tests.**

7. **Next customer meeting would be held on 7 April 2020**