

## Meeting Minutes

<b>Project Name:</b>	<b>Hotel Booking System Development</b>
<b>Subject:</b>	<i>Initial Presentation</i>
<b>Date:</b>	<i>3 Mar 2020</i>
<b>Time:</b>	<i>1935-1950</i>
<b>Venue:</b>	<i>Zoom virtual room</i>
<b>Attendees:</b>	<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>
<b>Apologies:</b>	
<b>Agenda:</b>	<i>Initial Presentation for hotel booking system</i>
<b>Prepared by:</b>	<i>Alan Chan Yuk Lun</i>

#	Date	Action	Who	Due	Status	Remarks
1	3 Mar 20	Prepare more solid interface samples on hotel selection	<i>Technical Lead</i>	3/17/20	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	

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

1. Development team shared product vision, scope of work, project timeline and risk assessment to hotel side. Presentation slide is available at [https://drive.google.com/open?id=1A1xu-mfRyytfO2PaNRBXG7A6\\_qwJuiF2](https://drive.google.com/open?id=1A1xu-mfRyytfO2PaNRBXG7A6_qwJuiF2)
2. Hotel side selected the website layout but would like to have more details on the final product, concept demo or artwork would be shared next meeting.
3. Next meeting would be held on 17 March 2020