

## Meeting Minutes

<b>Project Name:</b>	<b>Hotel Booking System Development</b>
<b>Subject:</b>	<i>Development team Internal meeting</i>
<b>Date:</b>	<i>10 Mar 2020</i>
<b>Time:</b>	<i>2015-2120</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 for development progress</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	Christ	3/17/20	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	

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

1. Team have gone through sprint 1 and completed most of the items, remaining apply template and testing still in progress. Technical Lead would follow-up the progress for remaining items.
2. Customer requested demo would be available on next meeting.
3. Team reviewed the reason why choose WordPress but not build the platform from scratch
  1. WordPress is a platform developed and available for years.
  2. Easy to use auto-update function available and which meant new update on bug fix and vulnerability could be applied after application handover to customer on their own.
  3. Various of plug-in available and customer could self-install per their needs after certain years of usage.
4. Next customer meeting would be held on 17 March 2020