

Meeting Minutes

Project Name:	Hotel Booking System Development
Subject:	<i>Interim review meeting</i>
Date:	<i>7 Apr 2020</i>
Time:	<i>1925-1940</i>
Venue:	<i>Zoom virtual room</i>
Attendees:	<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>
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	17 Mar 20	Study and found common security measures	<i>Red Hat Tester</i>	4/7/20	In progress	
2	17 Mar 20	Study and check applicable HCI measures	<i>Scrum Master</i>	4/7/20	In progress	
3	7 Apr 20	Apply encryption/auto response to chatroom	Team	5/5/20	In progress	
4	7 Apr 20	Correct CSS for website	Team	5/5/20	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	
5	3 Mar 20	Prepare more solid interface samples on hotel selection	<i>Technical Lead</i>	3/17/20	Completed	

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COMPLETED ACTION ITEMS

6	17 Mar 20	Change workflow to customer register / login prior booking	Team	4/7/20	Completed	
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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=1GIBU9nVs5R-cdrVXVKlztO6MhWubJqiB>
2. Demo site is available and presented to hotel side. A prelim feedback from hotel side are as below: -
 1. Chatroom may involve customer type-in sensitive information, suppose the chat should be encrypted to protect the message
 2. If no one is available, chatroom should be able to response using predefined messages
 3. Customer supposed there should be a reviewable chat history
 4. History of chat log should be removed per hotel policy
3. Team would study customer request and found the solution from technical side
4. Next meeting would be held on 5 May 2020