

Meeting Minutes

Project Name:	Hotel Booking System Development
Subject:	<i>Kick-off session</i>
Date:	<i>25 Feb 2020</i>
Time:	<i>1920-1930</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>Kick-off session for hotel booking system</i>
Prepared by:	<i>Alan Chan Yuk Lun</i>

#	Date	Action	Who	Due	Status	Remarks
1	25 Feb 20	Prepare interface samples for hotel selection	<i>Technical Lead</i>	3/3/20	In progress	
2	25 Feb 20	Define product vision	<i>Product Owner</i>	3/3/20	In progress	
3	25 Feb 20	Define scope of work and project timeline	Scrum Master	3/3/20	In progress	
4	25 Feb 20	prelim Risk Analysis	<i>Red Hat Tester</i>	3/3/20	In progress	

COMPLETED ACTION ITEMS						
#	Date	Action	Who	Due	Status	Remarks

Meeting Minutes

Points of note (Discussion /Decisions)

1. Hotel target customers are anyone could find the hotel on the internet.

2. Hotel side shared the hotel rooms available for customer are as below

Name	Size (sq.m)	Bed Type(s)	Maximum Occupancy	Additional Facilities	Available rooms
Standard	30	King / Twin	3 adults / 2 adults + 1 kid		50
Deluex	40			Circular bath tub	5
Studio	55	King or Twin		Circular bath tub Designer Chair	2

3. Hotel side shared the room cancellation charging policy are as below.

Reservation Cancellation	Charge Percentage
More than 3 days from check-in date	0%
Within 3 days from check-in date	50%
In Check-in date	100%

4. Since it is a new hotel, hotel side expected the system could be used during hotel new launch. Full system requirement already described in previous shared system specification document which mainly 5 listed usage scenarios. First release could be minimum viable product and improve in future. It is nice to have promotion feature.

5. Hotel side shared there should mainly two types of users should be included in the system

Customer: able to use the system for reservation as a user

Hotel Management team: able to perform administration tasks such as update room rate

6. Hotel side expected the system should collect basic customer information during reservation such as first name / last name / id / passport number. Information enough to identify the customer is fine in order to prevent overcollection of personal data.

7. Hotel side confirmed no special booking preference in the system is needed. It is expected most customer would choose standard room or their affordable rooms. However, the system should avoid rooms overbooking.

8. Hotel side expected customers are required to input credit card information during reservation. Customer could pay by cash during check-in if wanted and so credit card would not be charged.

9. Since it is a new hotel, hotel side got no photos available yet. Hotel side suggested to make use of some sample photos and hotel could replace them later in the system. Besides, hotel side would like to have some samples for review so could comment on the UI/UX expected

Meeting Minutes

10. Hotel side expressed the concern of data security as which data leakage would impact hotel reputation. The system should have certain mechanism to protect customer data. Hotel side got no special requirement for system database.

11. Next meeting would be held on 3 March 2020