Temasek Polytechnic

School of Informatics and IT

**Diploma in Information Technology (IT)**

Meeting Minutes

**Project Particulars**

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| **Tutor** | Qi Yutao |
| **Class** | P01 |
| **Project Title** | Delonix Regia Hotel Management System |

**Project Team’s Particulars**

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| **Matric Number** | **Student Name** |
| 1601553I | Yip Xiu Han |
| 1603625C | Ch’ng Wai Kit Wesley |
| 1601705E | Qamarul Fattah Bin Hamdan |

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| Date: | 13/05/2017 (Monday) |  |
|  |  |  |
| Venue: | Library |  |
|  |  |  |
| Present: | ALL |  |
|  |  | |
| Absent with apologies: | -NIL- |  |

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| **S/No** | **Item** | | **Action By** |
| **1.**  **2.**  **3**.  **4.**  **5.**  **6.**  **7.**  **8.**  **9.**  **10.**  **11.**  **12.**  **13.**  **14.**  **15.**  **16.** | Meeting started at **14:30HRS**  **Apologies for absence**No apologies were received.  **Stated Main Functions**  Mr Wang mentioned that the main functions of the hotel management system must include 3 modules, the room availability and booking module, a housekeeping and staff management module as well as a reporting module.  **Users of the System**  Mr Wang mentioned that there will be 3 different types of users. The first level of users are the   * **End Users** (Reception Staff), which can access parts of the reporting module as well as have full access to the Room Availability and Booking Module. * **Management Users** have access to all 3 modules (Room Availability and Booking, Housekeeping and Staff Management and Reporting module. * **Hotel Administrator** also has access to all 3 modules, in addition, the User Account and Login Creation Module.   **Room Availability and Booking Module Specifications**  Mr Wang requires the system to accept certain data inputs. Some of which are:   * **Booking Details** (Last Name, First Name , No. of adult guests and children) * **Personal Contact Details** (Phone number , E-mail, Home and Mailing address (E.g. Street address, block and house number, postal code and country.) * **Payment Details** Credit card payment (Credit Card Number, Cardholder Name, Date of Expiration) * **Check-In Details** Check-In Date & Time Desired check out date and time * **Additional Remarks** E.g. Whether guest requires king-size or queen-sized bed Smoking or non-smoking room * **Check-Out Details** Whether guest requires a late checkout   **Process Flow of Check-Out Function**Mr Wang elaborates on the process flow of the steps the guest/hotel staff take if the guest wishes to check out*.* Hotel guest checks out, typically should do so before 12pm. 12pm is stipulated check out time.  Guest will bring baggage to reception area, pass the room key over to the reception staff. Staff will ask whether guests have consumed any items in the mini-bar.  Despite any response, cleaning staff will check against item list to see if previous guests have taken anything from the mini-bar  Payment invoice will be generated which will calculate the no. of days they have stayed. Will also consider costs of mini-bar items. Payment invoice will contain guest details. E.g. (Check-In, Check-Out, no. of nights guest have stayed, Room Rates, Additional Costs)  Invoice will be given to the guest for them to double check and eventually payment will be made.  **Elaboration of Room Availability and Booking Module**  Mr Wang requests that this module will allow all three levels of users, to modify the guest records as and when they would like it. Some of the records that should be able to be changed would be the Room Type, the No. of Adults/Children staying in the room.  **Elaboration on Features of Staff Management Module**  Mr Wang requested for the implementation of 2 key features for the Staff Management Module.   * The first key feature is the ability for the system to keep records on the details of the staff, such as their name and phone number. * The second key feature is for the system to keep records on the roles that are assigned to the staff.   **Elaboration on Duties of Housekeeping Module**  Mr Wang listed the duties that the staff can be assigned to, which are General Maintenance, Room Maintenance, Estate Maintenance and Security.  **Elaboration on Types of Reports of the Reporting Module**  Mr Wang talked about the 5 different types of reports he would like in the Reporting Module   * The first type of report, mentioned as the Room Status report, will list all the rooms in the hotel as well as their respective room status (vacant / occupied / scheduled for cleaning). * The second type of report should be able to list all guests in a room see all occupants in room. * The third type of report should be able to list all the guests in all the rooms of the hotel (at any given point of time). * The fourth type of report, mentioned as the Room Occupancy report, should generate statistics on what the room occupancy was on a daily, weekly, monthly and yearly schedule. * The fifth and final report, mentioned as the Housekeeping report, will list the duties that staff has been allocated to.   **Requested additional feature for the Reporting Module**  Mr Wang briefly requested that he would like the ability to be able to preview the reports before sending them to the printer.  **Stated Budget**  Mr Wang mentioned that the budget discussed with Mr Lim has been finalized at 70,000 dollars.  **Operating Environment**  Mr Wang mentioned that the operating environment of the system will be on a single computer at the receptionist counter.  **System Availability**  Mr Wang mentioned that the system will be available 24/7, unless there is a major renovation. He also started that system backups may be performed between 3 to 4am.  **Interface To Other Systems**  Mr Wang said the system does not need to interface with other existing systems.  **Special Requirements**  Mr Wang briefly talked about exporting the 5 reports to a spreadsheet, specifically Microsoft Excel. | | Wesley  Wesley  Wesley  Wesley  Wesley  Xiu Han  Xiu Han  Xiu Han  Xiu Han  Xiu Han  Qamarul  Qamarul  Qamarul  Qamarul |
|  | *List out all the discussion made during interview session*  *(list out all points that we have talked about in bulletpoints)* | |  |
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Meeting ended at **17:30 HRS**

Recorded by: ALL

Vetted by: ALL