Temasek Polytechnic

School of Informatics and IT

**Diploma in Information Technology (IT)**

Meeting Minutes

**Project Particulars**

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| **Tutor** | Mel Goh |
| **Class** | P03 |
| **Project Title** | Delonix Regia Hotel Management System |

**Project Team’s Particulars**

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| --- | --- |
| **Matric Number** | **Student Name** |
| 1500880H | Edwin Poh Yi Han |
| 1506191D | Chin Jun Jie |
| 1507096D | Shen XingChen |
| 1506034F | Adarsh Anilkimar Nair |

**Delonix Regia Hotel Management System**

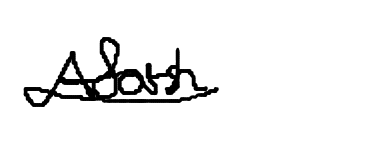
Minutes of the meeting to discuss the development project of the hotel management system held in Temasek Polytechnic, IT 3-5-57 on Monday, 17 April 2017 at 9.00 am.

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| Present: | Edwin Poh Yi Han  Adarsh Anilkumar Nair  Chin Jun Jie  Shen Xing Chen | Chairperson  Recording Secretary  Member 1  Member 2 |

Edwin Poh Yi Han, Chairperson of the Committee, called the meeting to order at   
9:00 am.

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| --- | --- | --- |
| **S/No** | **Item** | **Action By** |
| **1.** | **Apologies for absence**  No apologies were received. |  |
| **2.** | **Discussion of the requirements gathering**  The Chairperson shared that Mr Wang raised three main functions that need to be included in the system. The three functions are room availability and booking module, housekeeping and staff management module, and reporting module.  The Chairperson also mentioned the different types of users of the system and further explained that there will be mainly three types of users which are, the end users, management users, and administrators. The end users, the receptionist, are only able to access the room availability and booking module, in addition to the selected reporting module. The management users can access all three functions. The Administrators, including Mr Wang, can access the user accounts and signup function on top of all the three functions.  Additionally, he also mentioned about the current hardware the hotel is using, and that backups should happen in the wee hours.  Subsequently, he also said that the project should be covered under the budget of seventy thousand dollars, and should be delivered by 9th June 2017. |  |
| **3.** | **Ideas to implement on room availability and booking module**  The Chairperson stated that the room availability and booking module should accept all the required data inputs, the checking out process, and the additional features that Mr Wang had said in the interview.  Xing Chen and Jun Jie were assigned to research on the additional features that can be implemented on to the hotel system. | Xing Chen and Jun Jie |
| **4.** | **Ideas to implement on housekeeping and staff management module**  The Chairperson stated that the Housekeeping and staff management module should include the records of the staff with all the required data inputs, and the 4 duty types such as general maintenance, room maintenance, estate maintenance and security.  The Chairperson and Adarsh volunteered to handle the housekeeping and staff management module and to carry out the research. | Edwin and Adarsh |
| **5.** | **Ideas to implement report module**  The Chairperson mentioned the reporting module is all about dealing with 5 types of report, which are room status, list of the guests in a room, list of guests in all the rooms at a particular point of time, room occupancy report, and housekeeping report. He also mentioned that the report needs to be previewed before sending it to printer  The Chairperson decided to distribute each report to each person, that is room status report to the chairperson, listing of guest reports to Xing Chen, room occupancy report to Adarsh, and the housekeeping report to Jun Jie. | Edwin, Adarsh, Xing Chen, Jun Jie |
| **6.** | **Any other business**  There were no other business. |  |
| **7.** | **Date of next meeting**  The Committee agreed that the next meeting would be held in Temasek Polytechnic, IT 3-5-57 on Monday, 24 April 2017 at 9:00 am.  There being no further business, the Chairperson, Edwin closed the meeting at 10:15 am. |  |

Recorded by:

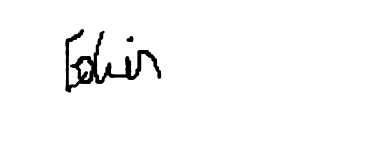


Adarsh Anilkumar Nair

Recording Secretary

17 April 2017

Confirmed by:



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Edwin Poh Yi Han  
Chairperson

24 April 2017