



PENINSULA
C O L L E G E



UNIVERSITY OF
PLYMOUTH

Team Members:

AZIZUL HAKIM HASSAN	BSCS2409162
MOHAMAD ZULKAMAL ZAHARI	BSSE2409191
MUHAMMAD IMAN HAQIMI ZAIDI	BSSE2409165
MUHAMMAD FIRDAUS UKASYAH MOHTAR	BSSE2409163
WONG KAI LUN	BSSE2409079

by,

Team 1

MAL2020 CGP (September 2024)

MINUTES OF MEETING

MAL2020 **COMPUTING GROUP PROJECT**

Minutes of Meeting

Date: November 12, 2024

Time: 11:30 AM - 12:30 PM

Location: Counselling Room

Attendees:

- Client Representative (ICT Team)
- Project Manager (Azizul Hakim)
- Back-End Developer 1 (Firdaus Ukasyah)
- Back-End Developer 2 (Zulkamal)
- Front-End Developer 1 (Iman Haqimi)

Agenda:

1. Introduction and purpose of the meeting
2. Client's requirements for a booking system
3. Discussion of features and feasibility
4. Agreement on project direction and next steps

Meeting Minutes:

1. Introduction and Purpose of the Meeting

- The meeting started with a welcome and an overview of the agenda, which included discussing the ICT Team's needs for a room booking system and exploring possible solutions.
- The ICT Team shared their primary objective of creating a streamlined process for room bookings.

2. Client's Requirements for a Booking System

- The ICT Team outlined the following key features needed for the booking system:
 1. **Room Availability:** Users should be able to check room availability in real time.
 2. **Room Booking:** Users can book available rooms directly through the system.
 3. **Admin Notification:** Once a booking is made, the system must notify the admin for approval or tracking.
 4. **Local Network Access:** The system should be hosted locally and accessible only within the college network.
- Emphasis was placed on ensuring the system is user-friendly, efficient, and secure within the local infrastructure.

3. Discussion of Features and Feasibility

- Suggestions were made to create a responsive interface focusing on real-time availability and a simple booking workflow.
- It was proposed to use a PHP-based back-end system to handle room data, bookings, and admin notifications effectively.
- The importance of thorough testing to ensure reliability within the local network was highlighted.
- Challenges, including ensuring seamless admin notifications and optimizing the system for the local environment, were discussed.

4. Agreement on Project Direction and Next Steps

- It was agreed to proceed with the project based on the ICT Team's outlined requirements.
- The initial focus will be on implementing core functionalities: room availability, booking workflows, and admin notifications.
- Future enhancements, such as reporting and analytics, may be explored in later phases.

Action Items:

- Azizul Hakim: Prepare a proposal outlining the system's features, architecture, and timeline.
- Iman Haqimi: Design a flowchart to represent the system's workflow.
- Firdaus Ukasyah: Explore a suitable database solution for storing room and booking data.
- Zulkamal: Develop a prototype of the system focusing on the user interface and core functionalities.

Next Meeting: November 28, 2024, to review the proposal, and flowchart.

Meeting Adjourned: 12:30 PM

Minutes Prepared By: [Iman Haqimi]