**MEETING REPORT**

**Date of Meeting:** 05/02/2025

**Start Time:** 17:00 **End Time:** 20:00 **Meeting Location:** Zoom Call

**Moderator:** V Sai Sruthi Reddy **Recorder:** Velmula Premchander Reddy

**Members Present:** Bommagani Sai Teja Goud, V Sai Sruthi Reddy, Velmula Premchander Reddy

**Members Absent:** None

**Topics Discussed / Agenda:**

1. Introduction & Project Overview
2. Understanding Client Requirements
3. Defining System Scope & Key Features
4. User Roles & Functionalities
5. Technology Stack & Constraints
6. Project Timeline & Deliverables

**Meeting Summary**

**1. Introduction & Project Overview**

* The meeting started with a brief introduction of the project team and the client representatives.
* The project manager provided an overview of the Hotel Management System project and its objectives.
* The client expressed their vision for the system, which is to streamline hotel operations and improve customer experience.

**2. Understanding Client Requirements**

* The client outlined the basic functionalities they expect:
* Room Booking System (Online & Walk-in)
* Check-in & Check-out Process
* Payment Processing (Online & Cash)
* Customer & Staff Management
* Reports & Analytics for admins
* The client emphasized the need for a user-friendly interface for hotel staff and customers.
* Discussion on whether a mobile application is required (Client decided it can be an enhancement in the future).

**3. Defining System Scope & Key Features**

The scope of the project was defined to include:

* Hotel Room Reservation System – Online & Offline
* User Authentication & Role Management – Admin, Receptionist, Customer
* Payment Processing Integration – PayPal, Stripe, or Local Payment Gateways
* Customer Data Management – History, Preferences, Feedback
* Reports & Analytics – Sales, Occupancy, Revenue
* Security Features – Data encryption, User Authentication, Secure Payments

**4. User Roles & Functionalities**

* Admin: Manage hotel operations, generate reports, view revenue.
* Receptionist: Handle check-ins, check-outs, and bookings.
* Customer: Book rooms, make payments, view booking history.

**5. Technology Stack & Constraints**

* The team proposed using:
  + Frontend: React.js / Angular
  + Backend: Node.js / Django / Spring Boot
  + Database: MySQL / PostgreSQL
  + Cloud Hosting: AWS / Azure
  + Payment Gateway: PayPal / Stripe
* The client agreed but requested cost-effective hosting solutions.

**6. Project Timeline & Deliverables**

* The project will follow the Incremental Model in 4 iterations over 3 months.
* Major milestones include:
  + **Increment 1:** Room Booking System completion
  + **Increment 2:** Payment & Check-in/Check-out integration
  + **Increment 3:** Reports & Customer Management
  + **Increment 4:** Final Testing & Deployment

**Member Contact Information:**

* + - Bommagani Sai Teja Goud: av.en.u4cse22007@av.students.amrita.edu
    - V Sai Sruthi Reddy: av.en.u4cse22046@av.students.amrita.edu
    - Velmula Premchander Reddy: av.en.u4cse22048@av.students.amrita.edu

**Meeting Times:**

\We will have on average two meeting per week. The exact time and location is subject to be discussed with team members every week.

**Conflict Resolution:**

In case of conflict, we will find the issue and discuss upon ways to solve it. If all the team members do not agree with the decision made, each of the members will vote upon one of the possible solutions proposed.

**Decisions Made:**

* Project Name: HMS
* Team leader: V Sai Sruthi Reddy
* Meetings: On average, two per week
* Communication channel: WhatsApp/ Email

**Task Assigned:**

* All members shall make detailed research of the ideas proposed and find ways on how to better elaborate them.

**Time, Place, and Agenda for Next Meeting:**

* 20/02/2025, 15:00-16:30, Zoom Call
* Approval of SRS and UI/UX wireframes.