Temasek Polytechnic

School of Informatics and IT

**Diploma in Information Technology (IT)**

Meeting Minutes

**Project Particulars**

|  |  |
| --- | --- |
| Tutor | Mr. Mel Goh |
| Class | P01 |
| Project Title | Delonix Regia Hotel Management System |

**Project Team’s Particulars**

|  |  |
| --- | --- |
| **Matric Number** | **Student Name** |
| 1505052I | Lim Cai Feng |
| 1505033I | Ekaterina Utkina |
| 1506102A | Nur Syafiqah |
| 1504658D | Jiang Feng |

Date: 10/05/2017

Venue: Library Meeting Room

Present: Lim Cai Feng (Ms)Chairperson

Nur Syafiqah Bte Sawalludin Recording Secretary

Jiang Feng Member

Ekaterina Utkina Member

Absent with apologies: NIL  
  
Cai Feng called the meeting to order at 1.00p.m.

S/No Item Action By

1. **Apologies for Absence**

No one was absent from meeting.

1. **Requirements for the Website**

The Chairperson shared that there was a need to clarify the requirements   
  
with the interview that we received from Mr Wang and need to follow   
  
the requirements that he set for us, as well as typical requirements of a   
  
hotel system, as well as the special requirements that Mr Wang would   
  
want to ultimately have in his website/system.

Syafiqah suggested that we should focus on the basic requirements of a   
Syafiqah  
system first, test it to see if it works and then proceed to implement   
  
more items to the website afterwards to prevent a messy outcome at   
  
the end.

Katya agreed to Syafiqah’s suggestion and suggested to plan out the key   
Katya  
features of the website and also deign the interface with related stuff   
  
only as to not clutter the website

1. **Constraints of the System**

The Chairperson also highlighted that there would definitely be   
  
constraints to the system(s) and we need to be ready and prepared for  
  
them. Therefore we would need to do some research on the possible  
  
constraints that could be present. This is to prevent future disruptions   
  
to the system in the event of faulty or malfunctioning systems.   
  
Ekaterina mentioned that there are various types of constraints that we   
  
need to take note of and find out what all of them mean and rectify   
  
them before deploying the systems.

1. **Any other Business**

There was no other business.



1. **Date of next meeting.**

The Committee agreed that the next meeting would be held in the   
  
Library Meeting Room on Monday, 15 May 2017 at 12:30 p.m.

There being no further business, the Chairperson, Lim Cai Feng closed the meeting   
  
at 3.30 p.m.

Recorded by:

Syafiqah

Nur Syafiqah Bte Sawalludin

Recording Secretary

10 May 2017

Vetted by:

Lim Cai Feng

Chairperson

10 May 2017