Minute of Meeting

Meting Project Name	Multiwash Linen Management System		
Date	13th December 2019	**Time**	3.30 p.m. – 6.30 p.m.
Prepared By	Iqa	**Location**	Multiwash, Taman Sea
Attendees	**MDT**: Leeya, Iqa, Mr. Chang, Nadzmi **IG Tech**: Bunthoeoun, Soriya **Multiwash:** Benny		

Meeting Objective

- To discuss on the system flow of linen management system based on lease model.
- To clarify and ensure team clear on the operation flow in laundry and hotel.
- Briefing to Multiwash for demo set on presentation purpose.

Agenda and Notes, Decisions, Issues

1. Lease Model
    - First Implementation will focus more on hotel at Melaka and Flamingo hotel.
    - 3 par (Hotel – 1 par, lorry/truck – 1 par, Laundry – 1 par)
    - Hardware: only Mobile reader will be used.
    - No Authorization/Approval needed in the system from hotel.
    - Only notification will be send to hotel personnel if there is any torn and stain linen found.
    - Notification will be in alert from web dashboard and mobile apps.
    - Clean linens are swap during receiving of soil linen at hotel.
    - All discard linens will send to hotel back.
    - Hotel will only have mobile apps, Laundry will have mobile apps and web dashboard.
    - Hotel will bear the cost of torn and stained linen if the linen found before it goes to washing process.

2. System Flow
    - Type of linen: Normal, Stain and Torn.
    - Stain and torn linen have camera function to capture picture.
    - Hotel will pack the linen by their category and will be check by driver.
    - Once reach laundry, they will do scanning to double confirm linen quantity before wash.
    - No selection of hotel needed from the system at this point.
    - Once the quantity of linens are correct, laundry personnel will do sorting and double check if there is any stained and torn linen not captured at hotel.
    - If they found uncaptured stain and torn linen, they will scan the linen and notification will be send to hotel and laundry personnel.
    - Notification to hotel personnel only to acknowledge them, no approval needed.
    - Attached are flow chart as per discussed on 13th December (Friday).

3. Stain Linen
   o All stain linen will need to capture picture and select type of linen as stain.
   o If stain unable to removed after treatment process. Linen status will need to change to discard.
   o Hotel will need to pay linen full price and discard linen will send back to hotel.
   o Benny request to have a system for pricing of discard linen.
     - System able to calculate automatically price of linen based on their wash cycle.
     - *To be discuss further with Mr. Yap.*
   o If stained or torn linen found after washing at laundry plant. It will be under laundry plant cost and approval needed to discard linen on this process.
   o Approval will be Multiwash supervisor.

4. User Management
   o Hotel
     ▪ Supervisor
     ▪ Housekeeping
   o Laundry
     ▪ Management
     ▪ Supervisor
     ▪ Operator

5. Report
   o Benny will send soft copy of report for our reference.

6. System Language
   o Due to laundry operator language barrier. Benny requested for English, Bahasa Malaysia and Bangladesh language in this system.

7. Demo for Multiwash
   o Nadzmi has brief benny and do a demo how to use mobile reader and web dashboard.
   o We have provided mobile reader, 30 pcs of LinoTag and web dashboard for demo purposed.

8. Registration of 130 pcs.
   o Nadzmi has registered the remaining linen and will sent the data to Mr. Ng for upload data to cloud.

9. Place for pole gantry.
    o Benny has suggested below place to place pole gantry.
    o Technical team will review this place and update.