Temasek Polytechnic

School of Informatics and IT

**Diploma in Information Technology (IT)**

Meeting Minutes

**Project Particulars**

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| --- | --- |
| **Tutor** | Mr Mel Goh |
| **Class** | P04 |
| **Project Title** | Delonix Regia Hotel Management System |

**Project Team’s Particulars**

|  |  |
| --- | --- |
| **Matric Number** | **Student Name** |
| **1405387J** | **Vivian Tan Li Ying** |
| **1406932B** | **Daniel Toh** |
| **1400797E** | **Edmund Yeo** |
| **1407193J** | **Dominic Ng** |

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| --- | --- | --- | --- |
| Date: | 24/05/2016 | |  |
|  |  | |  |
| Venue: | TP IIT School Level 7 – Project Room 1 | |  |
|  |  | |  |
| Present: | |  |  | | --- | --- | | Daniel Toh | Lead Developer | | Edmund Yeo | Architecture Design | | Dominic Ng | UX Engineer | | Vivian Tan | Database Designer | | Mr Wang | Client | | |  |
|  |  |
| Absent with apologies: | Everyone was present. No apologies were received.  The client called the meeting to order at 1300 hours. | |  |

| **S/No**  **1** | **Item**  **Existing IT infrastructure**  The team highlighted the importance to know the specifications of the existing IT infrastructure for Mr. Wang’s hotel. As the team has to take into consideration the technology we use so as to avoid any conflicts that may arise from incompatibility in IT infrastructure or platform. | **Action By** |
| --- | --- | --- |
| **2** | **Requirements Finalization**  The team presents current gathered list of requirements. The client added some requirements for the different departments so as to ensure the functions needed for the several departments to operate are being listed.  As the team will be starting on programming the requirements after completing the Software Requirement Specifications (SRS), it is significant to finalize requirements with the client before writing them in the SRS. The SRS plays an important role in conveying the details of the project. | *All* |
|  |  |  |
| **3** | **Interface & Architecture Requirements**  The client specifies some design requirements he expects. The team notes the expectations and checked with the client.  The team is required to complete the Software Design Specifications (SDS) with the SRS, some contents of the SDS had to be discussed with the client to ensure full satisfactory. Due to tight schedule, these details are finalized in this meeting. |  |
| **4** | **Any Other Businesses**  There was no other business. |  |
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**5 Date of Next Meeting**

The team and client agreed that the next meeting will be held in TP IIT School, Level 7 Student Hub. Project Room 1 on 31st May 2016 at 1300 Hours.

Meeting ended at 13:43 PM

Recorded by: Vivian Tan (Ms)

Recording Secretary

24 May 2016

Vetted by: Daniel Toh

Leading Developer

25 May 2016