**Temasek Polytechnic**

**School of Informatics and IT**

**Diploma in Information Technology (IT)**

Meeting Minutes

**Project Particulars**

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| **Tutor** | Mdm Ho Li Ching |
| **Class** | P02 |
| **Project Title** | Delonix Regia Hotel Management System |

**Project Team’s Particulars**

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| **Matric Number** | **Student Name** |
| 1403575B | Chloven Tan |
| 1403539H | Chua Cheng Yu |
| 1400555G | Lin Jia Min |
| 1401557B | Ngoh Man Ling |

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| Date: | 18/05/2016 | |  |
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| Venue: | Meeting Room/Lab | |  |
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| Present: | Ngoh Man Ling, Lin Jia Min, Chua Cheng Yu, Chloven Tan | |  |
|  |  | | |
| Absent with apologies: | Nil | |  |

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| **S/No** | **Item** | | **Action By** |
|  | Meeting started at 09:00 am | |  |
| 1. | Functions and users of system | |  |
|  | Mr Wang had shared that there are three main function in this system.The functions are Room availability and booking system, housekeeping and staff management system and reporting system. Besides that, he had also shared that there are three different users that will be using the system. The users are the end user which are the receptionist, management user and the administrator. The receptionist will only have access to part of the reporting module and full access to the room availability and booking module. While the management user and the administrator will have access to all of the three system mentioned earlier. The administrator will also need access to the user account and log in creation module as well. Mr Wang had said that he is the administrator of the hotel. | | Ngoh Man Ling,  Lin Jia Min,  Chua Cheng Yu,  Chloven Tan |
| 2. | Room availability and booking system  The room availability and booking system will consist of the booking of room, checking room available, registering guest to a room. Mr Wang requires the room availability and booking system to capture the following information when assigning room to a guest. The last name and first name of the guest, the number of adults and children that will be staying in the room, contact details such as phone number, the check-in date and time, the check-out date and time, the email address, the home and mailing address, payment details and additional remarks. The home address will need to include the street name, the blk or house number, the postal code and the country. If the guest are using credit card for payment, the information which is the credit card number, the credit card’s holder name and the expiration of the card will need to be recorded in the data input. The additional remarks may include the guest’s request such as requesting for a specific bed type and smoking or non-smoking room. Lastly, Mr Wang had indicated that he needs to have an indication whether the guest is asking for a late check out.  Other than that, Mr Wang had also said that the stipulated check-out time will be 12pm. The guest will start to check out from 11am onwards. When they check-out, they will be bringing in their luggage to the reception area and pass over the room key to the receptionist. The receptionist will then ask them whether they have consume some of the items in the minibar. The cleaning staff will check the minibar of the indicated room in case the guest forgots. After that, a payment invoice will be generated and given to the guest to made payments. The invoice will need to includes the check-in and check-out date, the number of days stayed, the room rates, additional costs and the payment mode.  Mr Wang had added that this system must be modifiable. For example, the guest might want a change in the room. The room number will then need to edited. |  | Chloven Tan,  Lin Jia Min |
| 3. | Housekeeping and staff management system  The housekeeping and staff management system will consists of user records and the staff schedule for their duties. Mr Wang had stated that the user records will need to includes the staff name, date of birth, bank account number, the home address, the phone number and the duty type. The duty types will be general maintenance, room maintenance, estate maintenance and security. |  | Ngoh Man Ling |
| 4. | Reporting system  The reporting system will consist of 5 reports. The first are room status reports. This reports will list all the room in the hotel and the respective room status. The room status can be occupied, vacant or has been schedule for cleaning. The second report will allow Mr Wang to list all the guest in the room, a particular room. The third report is to list all the guest in the room at any given point of time. For example, Mr Wang should be able to view records from 20th January 2016. The fourth report will be the room occupancy report. This report should be available to generate in the daily, weekly, monthly and yearly period. This report should also be available to the admnistrator and the management only. Lastly, the fifth report will be the housekeeping report. This report will show the list of duties the staff had been allocated to and are able to generate in the daily, weekly or the monthly basis. This report will only be available to the management and the administrator. Cheng Yu had initiated to do 3 of the report which are room occupancy report, all guest in one room report, all guest in all room report. While Jia Min will do the other 2 report which are room status report and housekeeping report.  Mr Wang had requested for the preview of report to be available before it is send to the printer. |  | Cheng Yu  Jia Min |
| 5. | Additional requirements  The budget of this system will be seventy thousand dollars. Besides that, the software will be installed in a single computer at the reception staff area. The computer is fairly old. It is a pentium 4 pc running on windows xp 2, support package 2. It uses 1GB ram and has a 160GB harddisk. This computer is connected to the internet via a broadband connection.  Mr Wang had also shared that it will be good to implement the room availability system to be availble online. He said that guests had been emailing him to enquire about the room availability. He will need to check the system and then email them back. By implementing the room availability system online, guest will be able to view and book the room faster. Other than that, Mr Wang had wanted the reporting system to have the expoting to excel function. He will then be able to have the numerical figures to do his spreadsheet.  Mr Wang had suggested the back up time to be around late at the night which are the non-peak hours, 2am to 3am. It should take place once a month, the first sunday of every month. He also stated that he wants the back up records to be kept in the system for 5 years before safely discarding. |  | Ngoh Man Ling,  Lin Jia Min,  Chua Cheng Yu,  Chloven Tan |

Meeting ended at 10:30 am

Recorded by: Ngoh Man Ling

Vetted by: Ngoh Man Ling, Lin Jia Min, Chloven Tan, Chua Cheng Yu