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** | P01 |
| **Project Title** | Delonix Regia Hotel Management System |

**Project Team’s Particulars**

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| --- | --- |
| **Matric Number** | **Student Name** |
| **1500826A** | **Muhammad Faiz Bin Kamaruddin** |
| **1506522J** | **Ang Wei Xiang** |
| **1502868A** | **Thein Yun Kai** |
| **1506657D** | **Darren Teo Wei Wen** |

**Minutes of Meeting**

**Delonix Regia Hotel Pte Ltd.**

Minutes of the meeting of the Delonix Regia Hotel Management Systems will be held in IT 3-8-29 on Tuesday 16 May 2017 at 6:00 p.m.

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| Date: | 16/05/2017 | |  |
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| Venue: | Lab IT 3-8-56 | |  |
|  |  | |  |
| Present: | Muhammad Faiz Project Manager  Ang Wei Xiang Software Engineer  Darren Teo Software Engineer  Thien Yun Kai Software Engineer  Mr Wang Client | |  |
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Muhammad Faiz, Project Manager of Delonix Regia Hotel Management System called the meeting to order at 6:00 PM.

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| **S/No** | **Item** | **Action By** |
| **1** | **Apologies for Absence.**  There are no absentees. |  |
| **2** | Main functions of the website  Faiz asked Mr. Wang he would want for his software and he replied that the 3 main functions will be “Availability and booking module, housekeeping and staff management, reporting module.” Wei Xiang noted that we have limited time to complete all this modules. Faiz agrees and suggests that precise planning is required.This is to ensure that the team is able to complete what is required by week 8. |  |
| **3** | 1st main function: Information, Process flow, other comment for Room Availability and Booking module.  Faiz then asked what kind of information is needed in the Availability and Booking module, as well as the process flow of it. Mr. Wang said that the information he need to capture are lastname, firstname of the guest, number of adult guest and children who are going to be staying in the room, contact number of the guest, email, home and mailing address should have the street address, block or house number, postal code and country. Payment details should include credit card/cash and if the customer chooses credit card, the information should contain credit card number, credit card holder name, and the expiration date. Check in details should include check-in date and time, desired check out date, as well as additional remarks such as king size bed/ smoking or non smoking room There should also be an indication of whether the guest are asking for late check out.  Mr. Wang then mentioned the whole process flow for the software engineers team. Faiz volunteers to do complete the Room Availability and Booking module. Wei Xiang volunteers to help out Faiz on the module | Faiz  Wei Xiang |
| **4** | 2nd main function: Housekeeping staff duties  Darren highlighted that the 2nd function would be the housekeeping and staff management and he would like to clarify what the housekeeping staffs’ duties are. Mr Wang states that there are 4 duty types.There are General maintenance, Room maintenance, estate maintenance, security. Faiz suggests Darren to handle the schedule creation of the staff duties. | Darren |
| **5** | 3rd main function: Reports needed for the Reporting module  Yun Kai questioned Mr. Wang on what are the reports needed for the reporting module since there might be a few reports the team might not be aware or clear of. Mr. Wang answered that there are 5 reports that he is looking for. The first report would be the room status report which lists all the rooms in the hotel and the respective room status: Vacant, occupied, taken and has been scheduled for cleaning. The second report will be the room guests report which will list all the guests in one particular room, occupants currently in the room. The third report will be the all guests report which lists all the guests in all the rooms at any given point of time, for example all the guest staying on the 20th of january. The fourth report will be the occupancy report which is to generate statistics on what is the occupancy rate for daily, weekly, monthly or yearly period.The fifth and final report is the housekeeping report which list the duties the staff allocated to. (q7) Generate housekeeping schedule based on daily, weekly, or the monthly basis. The fourth and fifth report will only be available to management and administration users.  Wei Xiang confirmed the reports needed and asked on whether there are any other features needed for the reporting module. Mr Wang said that he would like to see the print view of each of the reports before they are being sent to the printer.  Faiz asked Yun Kai help him out to research and look into the Reporting module items. | Yun Kai  Faiz |
| **6** | Any other Business: Budget for the system, Software deployment environment, Software Integration and Backups  Faiz asks Mr Wang regarding the budget needed for the system. Mr Wang replies that he will only be able to sponsor $70,000 for the whole project. Mr Wang adds on that the software would need to be installed on a single computer that is being used by the receptionist. Faiz points out that developing a website would be a much better solution. This is because it is easier and cheaper to both maintain and implement it.  Mr Wang adds on that his system does not require any integration however it could be considered if its possible to be done. Wei Xiang suggested that he will look into the possibility to integrate the system. Mr Wang also brought up regarding the backup to be done at 2-3 am during the first Sunday of every month and it has to be kept for 5 years.Yun Kai suggested that he will ensure this setting will be set for the system. Wei Xiang volunteers to help out with the task. | Wei Xiang  Yun Kai |
| **7** | Any Other Business  There is no other business. |  |
| **8** | Date of Next Meeting  The next meeting will be held at IT 3-8-29 on Tuesday 23/5/17 at 7:00 PM. |  |

Meeting ended at 06:34 pm

Recorded by:

Thien Yun Kai

Recording Secretary

16 May 2017

Vetted by:

Muhammad Faiz

Project Manager

9 February 2017