

**International School**

**Software Process & Quality Management**

**CMU-SE 433 SAIS**

**Meeting Report**

**Version 1.0**

**Date: 2 Jun 2025**

**Hotel Management System**

**Submitted by**

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**PROJECT INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project acronym** | HMS | | | |
| **Project Title** | Hotel Management System | | | |
| **Start Date** | 12 Jun 2025 | | **End Date** | July 23, 2025 |
| **Lead Institution** | International School, Duy Tan University | | | |
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The following signatures are required for approval of this document.

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REVISION HISTORY

| **Version** | **Date** | **Comments** | **Author** |
| --- | --- | --- | --- |
| 1.0 | 30 Jun 2025 | Initial Release | Đỗ Lanh |

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**1. Introduction**

**1.1. Purpose**This document is essential for the effective follow-up of a meeting. It meets several objectives:  
 **- Summarize the exchanges :** it makes it possible to ensure a clear follow-up of discussions by recording the topics discussed, thus avoiding any forgetting or loss of information.

**- Serve as a repository for the rest of a project :** when the work meetings are followed by a project launch, the reports make it possible to clarify the decisions taken, the objectives, the deadlines, and any other information useful for the smooth running of the project.

**- Assign responsibilities :** the report is very important in the distribution of tasks. It allows the tasks assigned to each participant to be confirmed in writing.  
 **- Ensuring everyone's commitment :** providing a clear and accurate summary of missions, managers and deadlines encourages participants to take responsibility.  
 **- Ensuring effective communication :** by reformulating all the key points in writing, the report not only makes it possible to avoid interpretation problems, but also to inform those who are absent.  
 **- Keep a written record of exchanges :** in case of doubts or disputes, the report is used as a reference. Likewise, it makes it possible to keep traces of ideas or proposals that can later be used for other projects. **2. Meeting Summary** The meeting focused on reviewing the overall development progress of the HMS project after the completion of 3 Sprints and agreeing on the plan for the next phase.  
**- Current Status:** The project has successfully completed 3 development Sprints, building the core functional blocks according to the plan. The main modules for all three user groups (Admin, Staff, Hotel Owner) have been developed and are ready for the integration testing phase.  
**- Milestones Achieved:  
 + Sprint 1 (24/06 – 02/07):** Completed fundamental features including: Login/Logout, Check-in/Check-out Management, Room Status Update, and Invoice Creation.  
 **+ Sprint 2 (03/07 – 13/07):** Expanded the system with features: Payment Processing, Invoice Adjustment, Payment History, Service Request Handling, and Housekeeping Task Tracking.  
 **+ Sprint 3 (14/07 – 18/07):** Finalized advanced management and reporting features: Admin Overview Dashboard, Financial Reports, Price History Tracking, and User Permission Monitoring.  
**- Challenges:** Obstacles that arose during the development process were promptly addressed by the Scrum Master and the team, ensuring that the Sprints were completed on target and on schedule.

**3. Final Decisions**  
The meeting reconfirmed the important decisions regarding architecture and features that were agreed upon from the initial phase.

**A. Features (Product Backlog)**  
The system will provide a full set of prioritized features for each role:  
 **+ Admin:** Has the highest access rights, including viewing operational overviews, financial reports, market analysis, and user management.  
 **+ Hotel Staff:** Focuses on daily tasks such as check-in/out, room management, invoice processing, and service requests.  
 **+ Hotel Owner:** Focuses on features for performance reporting (KPIs), trend analysis, and revenue forecasting to support strategic decision-making.

**B. Database Architecture:**  
**+ DBMS:** Agreed to use **SQL Server** due to its high reliability and performance.  
**+** **Table Structure:** The database design has been finalized and implemented with the following main tables to ensure data integrity and reduce data redundancy.  
 **Table 1.** *Table Structure*

|  |  |
| --- | --- |
| **Table Name** | **Description** |
| **Users** | Stores user and role information. |
| **Rooms** | Stores detailed information about room types. |
| **Staff** | Stores staff information. |
| **Bookings** | Records the history and status of bookings. |
| **Payments** | Records payment information. |
| **Services** | Manages the services offered by the hotel. |
| **Service\_Requests** | Tracks service requests from guests. |
| **Housekeeping** | Schedules and tracks housekeeping tasks. |
| **Financial\_Transactions** | Records all financial transactions of the system. |

**C. User Interface (UI)**  
The user interface is designed to be consistent, focusing on the user experience with 7 main functional areas that have been approved:  
 + Control Panel  
 + Book a room  
 + Client  
 + Service   
 + Staff  
 + Report  
 + System Settings

**4. Task Assignment and Responsibilities**

The meeting reviewed and reconfirmed the responsibilities for the development of the main modules by each member during the past 3 Sprints. This serves as a basis for assigning cross-testing and bug-fixing tasks in the next phase.

**Table 2.** *Task Assignment and Responsibilities*

|  |  |
| --- | --- |
| **Member** | **Main tasks performed (UI, Frontend, Backend)** |
| **Đỗ Lanh** | - Login/Logout function for Admin. - Database design. - Operational Overview UI for Admin. |
| **Trương Thị Mỹ Quyên** | - Login/Logout function for Staff. - Handle Invoice Adjustments. - Financial Report UI for Admin. |
| **Lê Huy Hoàng** | - Check-in/Check-out Management. - Payment History & Receipt Printing. |
| **Phạm Tấn Quốc** | - Update Room Status. - Handle Service Requests. - Monitor User Permissions. |
| **Dương Văn Hùng** | - Create Invoice. - Track Housekeeping Tasks. - Track Room Rate Adjustment History. |
| **All members** | - Participate in Sprint Planning & Retrospective meetings. - Write and execute test cases, perform testing, and provide a basis for the entire system. |

**5. Timeline**  
- **Overall project timeline:** 12/06/2025 - 23/07/2025.  
**- Important milestones completed:**  
 + **Sprint 1:** Completed on 02/07/2025.  
 + **Sprint 2:** Completed on 13/07/2025.  
 + **Sprint 3:** Completed on 18/07/2025.