Temasek Polytechnic

School of Informatics and IT

**Diploma in Information Technology (IT)**

Meeting Minutes

**Project Particulars**

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| **Tutor** | Mr Qi Yutao |
| **Class** | P02 |
| **Project Title** | Delonix Regia Hotel Management System |

**Project Team’s Particulars**

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| --- | --- |
| **Matric Number** | **Student Name** |
| **1301676A** | **Mohamed Nisar Faizal** |
| **1301183H** | **Ronald Ng** |
| **1300506A** | **Syazwani binte Saharoni** |
| **1307306I** | **Mervin Neo** |

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| --- | --- | --- | --- |
| Date: | 06/05/2015 | |  |
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| Venue: | Meeting Room | |  |
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| Present: | Mohamed Nisar Faizal Chairman  Syazwani Binte Saharoni (Miss) Recording Secretary  Ronald Ng Jing Kai  Mervin Neo Poh Yi | |  |
|  |  |
| Absent with apologies: | No absentees | |  |

| **S/No** | **Item** | **Action By** |
| --- | --- | --- |
|  | Meeting started at 11:30 am |  |
| **1** | **3 Modules In Hotel Management System**  Modules include availability of booking module, housekeeping and staff management module and reporting module | ALL |
| **2** | **Users Right In The System**  Three types of users in the system who are the reception staff, management users and hotel administrator. | ALL |
| **3** | **Room Availability And Booking Modules**  Data information needed to be captured.  Process flows must be taken into consideration. | ALL |
| **4** | **Housekeeping Management Modules**  Record keeping of staff information.  Different types of duties done by housekeeping staff. | ALL |
| **5** | **Reporting Modules**  5 types of report – room status report, room occupant report, room booking information report, room occupancy report, housekeeping report | ALL |
| **6** | **Budget And Software/System Information**  Budget is $70, 000.  Systems need to be upgraded so that software can be installed and be functional.  Software does not need integration with other system/software.  Back up is needed for the system for up to 5 weeks | ALL |

Meeting ended at 12:30 pm

Recorded by: Syazwani Binte Saharoni (Miss)

Vetted by: Mohamed Nisar Faizal