**Minutes of Meeting**

**Hotel Management System**

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| **Project Code** | **Team1** |
| **Project Name** | **Hotel Management System** |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Swati Nenawat | Analyst | 11/10/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Kartik Tiwari | Analyst | 18/10/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| Yogini Naik | Batch Mentor |  |
| **Circulation List** | divisha.agarwal@capgemini.com, [kartik.tiwari@capgemini.com](mailto:sania.a.khan@capgemini.com,kartik.tiwari@capgemini.com), sania.a.khan@capgemini.com, [shashank.dwivedi@capgemini.com](mailto:shashank.dwivedi@capgemini.com), [swati.nenawat@capgemini.com](mailto:swati.nenawat@capgemini.com), arnab-kumar.saha@capgemini.com | **Version Number of the template:1.0** |
| **Version Number** | 1.0 |  |

Date: 15/10/2018

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| Meeting Venue | Lab 1B |
| Date / time | 15/10/2018 9.30am-10.30am |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab Kumar Saha |
| Distribution List | divisha.agarwal@capgemini.com, [kartik.tiwari@capgemini.com](mailto:sania.a.khan@capgemini.com,kartik.tiwari@capgemini.com), sania.a.khan@capgemini.com, [shashank.dwivedi@capgemini.com](mailto:shashank.dwivedi@capgemini.com), [swati.nenawat@capgemini.com](mailto:swati.nenawat@capgemini.com), arnab-kumar.saha@capgemini.com |

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| Meeting Agenda |
| 1. Thorough understanding of the requirements and discussions pertaining to query tracking sheet. |

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| Discussions |
| 1. Discussions regarding the various requirements proposed by the project and the course of action to meet those requirements. 2. Determining Queries to be asked for better understanding of the project. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 15/10/2018 |

Date: 15/10/2018

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| --- | --- |
| Meeting Venue | Lab 1B |
| Date / time | 15/10/2018 9.30am-10.30am |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab Kumar Saha |
| Distribution List | divisha.agarwal@capgemini.com, [kartik.tiwari@capgemini.com](mailto:sania.a.khan@capgemini.com,kartik.tiwari@capgemini.com), sania.a.khan@capgemini.com, [shashank.dwivedi@capgemini.com](mailto:shashank.dwivedi@capgemini.com), [swati.nenawat@capgemini.com](mailto:swati.nenawat@capgemini.com), arnab-kumar.saha@gmail.com |

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| Meeting Agenda |
| 1. Distribution of responsibilities among team members. 2. Study of WBS (Work Break Down Structure) i.e planning and scheduling modules. |

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| Discussions |
| 1 Discussions related to distribution of tasks that will be performed by the team members.  2 Discussions related to case study.  3 Discussions related to client side validations. |

**Decisions and action items:**

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| Action item (Assignment of task(module)) | Responsibility | Planned finish Date |
| 1. Add Hotel Module | Divisha Agarwal,  Kartik Tiwari | 15/10/2018 |
| 2. Search Hotel by ID Module | Sania Khan,  Shashank Dwivedi | 15/10/2018 |
| 3. Booking Hotel Module | Swati Nenawat, Divisha Agarwal | 15/10/2018 |
| 4. Show Booking Status Module | Arnab Kumar Saha, Shashank Dwivedi | 15/10/2018 |
| 5. Main Client Module | Arnab Kumar Saha, Kartik Tiwari | 15/10/2018 |

Date: 16/10/2018

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| Meeting Venue | Lab 1B |
| Date / time | 16/10/2018 10.00 am to 12.00 pm |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab Kumar Saha |
| Distribution List | divisha.agarwal@capgemini.com, [kartik.tiwari@capgemini.com](mailto:sania.a.khan@capgemini.com,kartik.tiwari@capgemini.com), sania.a.khan@capgemini.com, [shashank.dwivedi@capgemini.com](mailto:shashank.dwivedi@capgemini.com), [swati.nenawat@capgemini.com](mailto:swati.nenawat@capgemini.com), arnab-kumar.saha@gmail.com |

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| Meeting Agenda |
| 1. Usecase Diagram, Class Diagram and Database Design. |

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| Discussions |
| 1. Discussed and prepared Usecase , Class Diagram and Database Design. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| 1. Design Of Class Diagram | Arnab Kumar saha, Kartik Tiwari | 16/10/2018 |
| 2. Design of Use Case Diagram | Shashank Dwivedi,  Arnab Kumar Saha | 16/10/2018 |
| 3. Database Design | Swati Nenawat | 16/10/2018 |

Date: 16/10/2018

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| Meeting Venue | Lab 1B |
| Date / time | 16/10/2018 10.00 am to 12.00 pm |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab Kumar Saha |
| Distribution List | divisha.agarwal@capgemini.com, [kartik.tiwari@capgemini.com](mailto:sania.a.khan@capgemini.com,kartik.tiwari@capgemini.com), sania.a.khan@capgemini.com, [shashank.dwivedi@capgemini.com](mailto:shashank.dwivedi@capgemini.com), [swati.nenawat@capgemini.com](mailto:swati.nenawat@capgemini.com), arnab-kumar.saha@capgemini.com |

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| Meeting Agenda |
| 1. Reading and Understanding of the Checklist and Coding Standards and Database Design |

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| Discussions |
| 1. Discussions pertaining to Checklist ,Coding Standards and Database Design. |

**Decisions and action items:**

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| Action item (UTP Review) | Responsibility | Planned finish Date |
| 1. Add Hotel and search hotel by ID Module | Kartik Tiwari, Sania Khan | 16/10/2018 |
| 2. Booking Hotel Module | Shashank Dwivedi | 16/10/2018 |
| 3. Show Booking Status Module | Swati Nenawat,  Divisha Agarwal | 16/10/2018 |
| 4. Main Client Module | Arnab Kumar Saha | 16/10/2018 |

Date: 16/10/2018

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| Meeting Venue | Lab 1B |
| Date / time | 16/10/2018 10.00am-11.00am |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab Kumar Saha |
| Distribution List | divisha.agarwal@capgemini.com, kartik.tiwari@capgemini.com, sania.a.khan@capgemini.com, shashank.dwivedi@capgemini.com, swati.nenawat@capgemini.com, arnab-kumar.saha@capgemini.com |

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| Meeting Agenda |
| 1. LLD Preparation, Review of Class Diagrams and Usecase Diagrams. |

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| Discussions |
| 1 Discussions related to LLD i.e assignment of Modules for preparation of LLD and the corresponding review.  2 Discussions related to changes and modifications that need to be introduced in the Usecase Diagram and Class Diagrams. |

**Decisions and action items:**

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| Action item (LLD Preparation) | Responsibility | Planned finish Date |
| 1. Add Hotel Module | Arnab Kumar Saha, Divisha Agarwal | 16/10/2018 |
| 2. Search Hotel by ID Module | Swati Nenawat | 16/10/2018 |
| 3. Booking Hotel Module | Sania Khan,  Shashank Dwivedi | 16/10/2018 |
| 4. Show Booking Status Module | Kartik Tiwari,  Swati Nenawat | 16/10/2018 |
| 5. Main Client Module | Sania Khan, Kartik Tiwari | 16/10/2018 |

Date: 17/10/2018

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| --- | --- |
| Meeting Venue | Lab 1B |
| Date / time | 17/10/2018 10.00am-11.00am |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab Kumar Saha |
| Distribution List | divisha.agarwal@capgemini.com, [kartik.tiwari@capgemini.com](mailto:sania.a.khan@capgemini.com,kartik.tiwari@capgemini.com), sania.a.khan@capgemini.com, [shashank.dwivedi@capgemini.com](mailto:shashank.dwivedi@capgemini.com), [swati.nenawat@capgemini.com](mailto:swati.nenawat@capgemini.com), arnab-kumar.saha@capgemini.com |

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| Meeting Agenda |
| 1. Study of Checklist , Coding Standard and LLD Review. |

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| Discussions |
| 1. Discussions related to Checklist, Appropriate Coding Standard and LLD review by respective Team Members. |

**Decisions and action items:**

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| Action item (LLD review) | Responsibility | Planned finish Date |
| 1 Add Hotel Module, Search Hotel by ID Module | Swati Nenawat, Shashank Dwivedi | 17/10/2018 |
| 2. Booking Hotel Module, Show Booking Status Module | Arnab Kumar Saha, Sania Khan | 17/10/2018 |
| 3. Client Module | Divisha Agarwal  Kartik Tiwari | 17/10/2018 |

Date: 17/10/2018

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| Meeting Venue | Lab 1B |
| Date / time | 17/10/2018 11.45am-12.50pm |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab Kumar Saha |
| Distribution List | divisha.agarwal@capgemini.com, [kartik.tiwari@capgemini.com](mailto:sania.a.khan@capgemini.com,kartik.tiwari@capgemini.com), sania.a.khan@capgemini.com, [shashank.dwivedi@capgemini.com](mailto:shashank.dwivedi@capgemini.com), [swati.nenawat@capgemini.com](mailto:swati.nenawat@capgemini.com), arnab-kumar.saha@capgemini.com |

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| Meeting Agenda |
| 1 LLD, Minutes of Meeting, Class Diagram, Usecase Diagram Review by Batch Mentor, Setting of Deadline for completion of Primary portion of Coding (excluding Javascript and CSS). |

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| Discussions |
| 1. Discussions related to certain modifications that need to be included in the LLD, Class Diagram, Use Case Diagram. 2. Discussions related to changes that need to be introduced during documentation. 3. Discussions regarding setting of deadline for completion of portion of coding involving Business Logic and Presentation. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| 1. LLD, Class Diagram, Usecase Diagram Review | Yogini Naik | 17/10/2018 |
| 2. Mandatory changes to be introduced during documentation. | Yogini Naik | 17/10/2018 |
| 3. Setting of deadline for Completion of coding involving Business Logic and Presentation. | Team | 17/10/2018 |

Date: 17/10/2018

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| Meeting Venue | Lab 1B |
| Date / time | 17/10/2018 11.00am to 12.30pm |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab Kumar Saha |
| Distribution List | divisha.agarwal@capgemini.com, [kartik.tiwari@capgemini.com](mailto:sania.a.khan@capgemini.com,kartik.tiwari@capgemini.com), sania.a.khan@capgemini.com, [shashank.dwivedi@capgemini.com](mailto:shashank.dwivedi@capgemini.com), [swati.nenawat@capgemini.com](mailto:swati.nenawat@capgemini.com), arnab-kumar.saha@capgemini.com |

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| Meeting Agenda |
| 1. Completion of assigned modules inclusive of coding(Business Logic), Presentation(CSS) and essential Validations(Javascript-Client Side Validations as well as Server Side Scripting) 2. Details pertaining Documentation. 3. Testing of Code and Self Review of code. |

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| Discussions |
| 1. Discussions regarding details to be included during Documentation. 2. Discussions regarding the assigned Modules, CSS and Javascript. 3. Discussions regarding Testing of Code. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| 1. Details of Baseline Documents :   * Design Completion (Deadline) * Code Completion * Code Review * Test Defects * Integration * Defect Fixing | Yogini Naik | 18/10/2018 |
| 2. Testing of Code | Team | 18/10/2018 |
| 3. Self Review | Assigned Team Member. | 18/10/2018 |

Date: 18/10/2018

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| Meeting Venue | Lab 1B |
| Date / time | 18/10/2018 11.00am – 12.00pm |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab Kumar Saha |
| Distribution List | divisha.agarwal@capgemini.com, [kartik.tiwari@capgemini.com](mailto:sania.a.khan@capgemini.com,kartik.tiwari@capgemini.com), sania.a.khan@capgemini.com, [shashank.dwivedi@capgemini.com](mailto:shashank.dwivedi@capgemini.com), [swati.nenawat@capgemini.com](mailto:swati.nenawat@capgemini.com), arnab-kumar.saha@capgemini.com |

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| Meeting Agenda |
| 1. Completion of Defect Tracking Sheet  2. Unit testing of each assigned module. |

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| Discussions |
| 1. Discussions related to Defect Tracking Sheet and Unit Testing. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| 1. Generating Defect Tracking Sheet | Assigned Team Member | 18/10/2018 |
| 2. Unit Testing | Assigned Team  Member | 18/10/2018 |

Date: 18/10/2018

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| Meeting Venue | Lab 1B |
| Date / time | 18/10/2018 11.00am – 12.00pm |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab Kumar Saha |
| Distribution List | divisha.agarwal@capgemini.com, [kartik.tiwari@capgemini.com](mailto:sania.a.khan@capgemini.com,kartik.tiwari@capgemini.com), sania.a.khan@capgemini.com, [shashank.dwivedi@capgemini.com](mailto:shashank.dwivedi@capgemini.com), [swati.nenawat@capgemini.com](mailto:swati.nenawat@capgemini.com), arnab-kumar.saha@capgemini.com |

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| Meeting Agenda |
| 1. Peer Review, Peer Testing |

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| Discussions |
| 1 Discussions concerning Peer Review and Peer Testing. |

**Decisions and action items:s**

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| Action item | Responsibility | Planned finish Date |
| 1 Peer Testing | Assigned Team Member | 18/10/2018 |
| 2 Peer Review | Assigned Team  Member | 18/10/2018 |

Date: 24/12/2013

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| Meeting Venue | Lab 1B |
| Date / time | 18/10/2018 10:30am – 11.30am |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab Kumar Saha |
| Distribution List | divisha.agarwal@capgemini.com, [kartik.tiwari@capgemini.com](mailto:sania.a.khan@capgemini.com,kartik.tiwari@capgemini.com), sania.a.khan@capgemini.com, [shashank.dwivedi@capgemini.com](mailto:shashank.dwivedi@capgemini.com), [swati.nenawat@capgemini.com](mailto:swati.nenawat@capgemini.com), arnab-kumar.saha@capgemini.com |

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| Meeting Agenda |
| 1. Integration, Documentation, Completion of Coding(Logger, Comments) |

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| Discussions |
| 1. Discussions related to Integration of the project. 2. Discussions related to completion and review of Documentation. 3. Discussions related to completion of coding (i.e including Logger and appropriate comments). |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| 1. Integration of the Program | Team | 18/10/2018 |
| 1. Review and Completion of Documents | Sania Khan  Shashank Dwivedi | 18/10/2018 |
| 1. CSS | N.A. |  |
| 1. Logger | Swati Nenawat | 18/10/2018 |
| 1. PPT | Team | 18/10/2018 |

**REVISION HISTORY OF THE WORK PRODUCT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Date | Version # | Section Changed | Details of changes made | Approved By |
| 1 | 18/10/2018 | 1.0 | Document prepared | N/A | Yogini Naik |
| 2 |  |  |  |  |  |