**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 | 15/10/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Kartik Tiwari | Analyst | 17/10/2018 |
| **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) | **Version Number of the template:1.0** |
| **Version Number** | 1.0 |  |

Date: 12/12/2013

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| Meeting Venue | Lab 1B |
| Date / time | 17/10/2018 9.30am-10.30am |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab 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) |

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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 | 17/10/2018 |

Date: 13/12/2013

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| Meeting Venue | Lab 1B |
| Date / time | 13/12/2013 9.30am-10.30am |
| List of Participants | 1. Divisha Agarwal 2. Kartik Tiwari 3. Swati Nenawat 4. Sania Khan 5. Shashank Dwivedi 6. Arnab 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) |

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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 | Harshit Srivastava, Nishant Joshi | 13/12/2013 |
| 2. Search Hotel by ID Module | Harshit Srivastava, Nishant Joshi | 13/12/2013 |
| 3. Booking Hotel Module | Jerry Jose, Satyam Kashmiri, Vyankateshprasad Kulkarni | 13/12/2013 |
| 4. Show Booking Status Module | Jerry Jose, Satyam Kashmiri, Vyankateshprasad Kulkarni | 13/12/2013 |
| 5. Main Client Module | Harshit Srivastava, Nishant Joshi | 13/12/2013 |

Date: 14/12/2013

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| Meeting Venue | Lab 1B |
| Date / time | 14/12/2013 10.00 am to 12.00 pm |
| List of Participants | 1. Harshit Srivastava  2. Nishant Joshi  3. Satyam Kashmiri  4. Jerry Jose  5. Vyankateshprasad Kulkarni |
| Distribution List | harshit.srivastava@capgemini.com, nishant.joshi@capgemini.com, satyam.kashmiri@capgemini.com, jerry.jose@capgemini.com, vyankateshprasad.kulkarni@capgemini.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 | Jerry Jose, Satyam Kashmiri, Vyankateshprasad Kulkarni | 14/12/2013 |
| 2. Design of Use Case Diagram | Harshit Srivastava | 14/12/2013 |
| 3. Database Design | Nishant Joshi | 14/12/2013 |

Date: 15/12/2013

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| Meeting Venue | Lab 1B |
| Date / time | 15/12/2013 10.00 am to 12.00 pm |
| List of Participants | 1. Harshit Srivastava  2. Nishant Joshi  3. Satyam Kashmiri  4. Jerry Jose  5. Vyankateshprasad Kulkarni |
| Distribution List | harshit.srivastava@capgemini.com, nishant.joshi@capgemini.com, satyam.kashmiri@capgemini.com, jerry.jose@capgemini.com, vyankateshprasad.kulkarni@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 | Nishant Joshi | 15/12/2013 |
| 2. Booking Hotel Module | Jerry Jose | 15/12/2013 |
| 3. Show Booking Status Module | Satyam Kashmiri | 15/12/2013 |
| 4. Main Client Module | Harshit Srivastava | 15/12/2013 |

Date: 16/12/2013

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| Meeting Venue | Lab 1B |
| Date / time | 16/12/2013 10.00am-11.00am |
| List of Participants | 1. Harshit Srivastava  2. Nishant Joshi  3. Satyam Kashmiri  4. Jerry Jose  5. Vyankateshprasad Kulkarni |
| Distribution List | harshit.srivastava@capgemini.com, nishant.joshi@capgemini.com, satyam.kashmiri@capgemini.com, jerry.jose@capgemini.com, vyankateshprasad.kulkarni@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 | Nishant Joshi | 16/12/2013 |
| 2. Search Hotel by ID Module | Harshit Srivastava | 16/12/2013 |
| 3. Booking Hotel Module | Satyam Kashmiri | 16/12/2013 |
| 4. Show Booking Status Module | Vyankateshprasad Kulkarni | 16/12/2013 |
| 5. Main Client Module | Jerry Jose | 16/12/2013 |

Date: 17/12/2013

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| Meeting Venue | Lab 1B |
| Date / time | 17/12/2013 10.00am-11.00am |
| List of Participants | 1. Harshit Srivastava  2. Nishant Joshi  3. Satyam Kashmiri  4. Jerry Jose  5. Vyankateshprasad Kulkarni |
| Distribution List | harshit.srivastava@capgemini.com, nishant.joshi@capgemini.com, satyam.kashmiri@capgemini.com, jerry.jose@capgemini.com, vyankateshprasad.kulkarni@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 | Nishant Joshi, Harshit Srivastava | 17/12/2013 |
| 2. Booking Hotel Module, Show Booking Status Module | Jerry Jose, Satyam Kashmiri, Vyankateshprasad Kulkarni | 17/12/2013 |
| 3. Client Module | Jerry Jose, Satyam Kashmiri, Vyankateshprasad Kulkarni | 17/12/2013 |

Date: 18/12/2013

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| Meeting Venue | Lab 1B |
| Date / time | 12/18/2013 11.45am-12.50pm |
| List of Participants | 1. Harshit Srivastava  2. Nishant Joshi  3. Satyam Kashmiri  4. Jerry Jose  5. Vyankateshprasad Kulkarni |
| Distribution List | harshit.srivastava@capgemini.com, nishant.joshi@capgemini.com, satyam.kashmiri@capgemini.com, jerry.jose@capgemini.com, vyankateshprasad.kulkarni@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 | 18/12/2013 |
| 2. Mandatory changes to be introduced during documentation. | Yogini Naik | 18/12/2013 |
| 3. Setting of deadline for Completion of coding involving Business Logic and Presentation. | Team | 18/12/2013 |

Date: 12/19/2013

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| Meeting Venue | Lab 1B |
| Date / time | 12/19/2013 11.00am to 12.30pm |
| List of Participants | 1. Harshit Srivastava  2. Nishant Joshi  3. Satyam Kashmiri  4. Jerry Jose  5. Vyankateshprasad Kulkarni |
| Distribution List | harshit.srivastava@capgemini.com, nishant.joshi@capgemini.com, satyam.kashmiri@capgemini.com, jerry.jose@capgemini.com, vyankateshprasad.kulkarni@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 | 19/12/2013 |
| 2. Testing of Code | Team | 19/12/2013 |
| 3. Self Review | Assigned Team Member. | 19/12/2013 |

Date: 20/12/2013

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| Meeting Venue | Lab 1B |
| Date / time | 20/12/2013 11.00am – 12.00pm |
| List of Participants | 1. Harshit Srivastava  2. Nishant Joshi  3. Satyam Kashmiri  4. Jerry Jose  5. Vyankateshprasad Kulkarni |
| Distribution List | harshit.srivastava@capgemini.com, nishant.joshi@capgemini.com, satyam.kashmiri@capgemini.com, jerry.jose@capgemini.com, vyankateshprasad.kulkarni@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 | 12/23/2013 |
| 2. Unit Testing | Assigned Team  Member | 12/23/2013 |

Date: 21/12/2013

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| Meeting Venue | Lab 1B |
| Date / time | 23/12/2013 11.00am – 12.00pm |
| List of Participants | 1. Harshit Srivastava  2. Nishant Joshi  3. Satyam Kashmiri  4. Jerry Jose  5. Vyankateshprasad Kulkarni |
| Distribution List | harshit.srivastava@capgemini.com, nishant.joshi@capgemini.com, satyam.kashmiri@capgemini.com, jerry.jose@capgemini.com, vyankateshprasad.kulkarni@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 | 12/23/2013 |
| 2 Peer Review | Assigned Team  Member | 12/23/2013 |

Date: 24/12/2013

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| Meeting Venue | Lab 1B |
| Date / time | 24/12/2013 10:30am – 11.30am |
| List of Participants | 1. Harshit Srivastava  2. Nishant Joshi  3. Satyam Kashmiri  4. Jerry Jose  5. Vyankateshprasad Kulkarni |
| Distribution List | harshit.srivastava@capgemini.com, nishant.joshi@capgemini.com, satyam.kashmiri@capgemini.com, jerry.jose@capgemini.com, vyankateshprasad.kulkarni@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 | 12/24/2013 |
| 1. Review and Completion of Documents | Jerry Jose, Satyam Kashmiri, Vyankateshprasad Kulkarni | 12/24/2013 |
| 1. CSS | Nishant Joshi | 12/24/2013 |
| 1. Logger | Harshit Srivastava | 12/24/2013 |
| 1. PPT | Team | 12/24/2013 |

**REVISION HISTORY OF THE WORK PRODUCT**

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| --- | --- | --- | --- | --- | --- |
| # | Date | Version # | Section Changed | Details of changes made | Approved By |
| 1 | 12/12/2013 | 1.0 | Document prepared | N/A | Yogini Naik |
| 2 |  |  |  |  |  |