

Kick-Off Meeting

Date: 12/04/2024

Week 1

Project Name: Room Booking System

Meeting Objective: Get the project off to an effective start by introducing key stakeholders, reviewing project goals, and discussing future plans

Agenda:

- Introductions of attendees
- Review of project background
- Review of project-related documents (i.e. business case, project charter)
- Discussion of project organizational structure
- Discussion of project scope, time, and cost goals
- Discussion of other important topics
- List of action items from meeting

S/No	Item	Action Item	Due Date
1	Define project scope	Create Product Characteristics and Requirements Create Product User Acceptance Criteria Create Summary of Project Deliverables Create Project management-related deliverables Create Product-related deliverables	18/4/24

2	Identify stakeholders	Create Staff user, student user, CIO Define our group name, "Aku Tak Tau"	18/4/24
3	Create risk register	Create different potential responses for all the risks and determine the residual risks	18/4/24
4	Create project charter	Create project objective, success criteria Define project initialization, development, collaboration, demonstration and documentation Determine members' roles and responsibilities	18/4/24
5	Choose collaboration platform	Create GitHub repository	19/4/24
6	Share project repository	Share GitHub repository with the other members	19/4/24

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Date: 22/04/2024

Week 2

Meeting Objective: Planning the project in more detail, create project schedule, determine the cost plan and organizational chart.

Agenda:

- Create diagram
- Develop project schedule and chart
- Create cost plan
- Create project wireframe
- Doing test cases
- Discuss project plan
- Update project progress report

Date and time of next meeting: 22/4/24 8.00 AM

S/No	Item	Action Item	Due Date
1	Create use case diagram	Create room booking system use case diagram using draw.io	22/4/24
2	Develop project schedule	Using GanttChart with ProjectLibre to create detail and clear schedule until the end of the project	22/4/24
3	Create cost management plan	Track and count all the expenses and the total cost of this project on Excel	22/4/24
4	Develop organizational chart	Albert becomes the manager of “Aku Tak Tau” and lead 5 other members	22/4/24
5	Create project wireframe	Using Figma to design the UOW	22/4/24

		room booking system	
6	Create test cases	Check all the functions, such as button, textarea, and other features on the system	25/4/24
7	Create Work Breakdown Structure (WBS)	Using excel and create table to list all WBS	25/4/24
8	Update project progress report	Using google docs and create agenda every week to track progresses every day	25/4/24
9	Execution phase	Deciding and setting up which languages are used for the system	26/4/24
10	Coding phase, mainly the front end	Using HTML, CSS, JS to create, design, and function the UOW room booking system	26/4/24
11	Implement room view function	Using CSS and HTML mainly to view all available rooms for booking	26/4/24

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Date: 29/04/2024

Week 3

Meeting Objective: Implementing and functioning all the websites features

Agenda:

- Implement functions for the website
- Implement staff user
- Determine the price
- Determine the room capacity
- Determine date/time function

S/No	Item	Action Item	Due Date
1	Implement room booking function	Using JS, HTML, and CSS to allow room booking	29/4/24
2	Implement booking modification function	Using JS, HTML, and CSS to make the booking order editable	30/4/24
3	Implement booking cancellation function	Using JS, HTML, and CSS to allow cancellation of order	1/5/24
4	Implement room creation function	Using JS, HTML, and CSS to allow the staff to decide which rooms are available	1/5/24
5	Implement price, date/time, promo, room capacity adjustment function	Using JS, HTML, and CSS to make all the feature functioning	3/5/24

Kick-Off Meeting

Date: 6/05/2024

Week 4

Meeting Objective: Testing the website interface, obtaining stakeholder feedbacks, implementing feedback from testing, then prepare report and video for presentation

Agenda:

- Testing student and staff interface
- Obtain stakeholder feedback
- Implement feedback from testing phase
- Prepare report
- Prepare video
- Update project progress report

Date and time of next meeting: 6/5/24 8.00 AM

S/No	Item	Action Item	Due Date
1	Test student and staff user interface	Run the program and debug the whole code	6/5/24
2	Obtain stakeholder feedback	Sending forms for stakeholder to give their opinions about the system	6/5/24
3	Update project progress report	Using google docs and create agenda every week to track progresses every day	7/5/24
4	Implement feedback from testing phase	Fix any error that are occurred, if any during the testing phase	8/5/24
5	Update project progress report	Using google docs and create agenda every week	8/5/24

		to track progresses every day	
6	Prepare Report	Using Word to write the overview of the system, the languages that are utilized, documentation, and detail description of the project	9/5/24
7	Prepare video	Do recording and presentation to showcase all the features and function of the system	9/5/24
8	Update project progress report	Using google docs and create agenda every week to track progresses every day	9/5/24
9	Submmision phase include video, report, source code, and project progress report	Compress everything into one zip file and submit it	10/5/24

Kick-Off Meeting

Date: 13/05/2024

Week 5

Meeting Objective: Final evaluation of the system and make sure everything are according to the initial plan

Agenda:

- Evaluate project with initial plan

Date and time of next meeting: 13/5/24 1.00 PM

S/No	Item	Action item	Due Date
1	Evaluate project with initial plan	Run everything from the system, checking all the gantt chart, reports, and initial plan	13/5/24