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** |
| **1301354E** | **Chan Zhi Mai** |
| **1300647C** | **Aaron Lim JieKai** |
| **1306307H** | **ZhiYong Chew** |
| **1302901B** | **Nurul Hidayah Hamzah** |

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| Date: | 06/05/2015 | |  |
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| Venue: | IT4-05-78 | |  |
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| Present: | Chan Zhi Mai  Nurul Hidayah Hamzah (Ms)  Aaron Lim  Chew Zhi Yong | | Team Leader  Recording Secretary  Team Member  Team Member |
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| Absent with apologies: | No apologies were received | |  |

| **S/No** | **Item** | | **Action By** |
| --- | --- | --- | --- |
|  | Meeting started at 10:00 am.  Mr. Wang has discussed with the team the 3 main functions that he would like to have in the hotel management system which are Room Booking Module, Housekeeping and Staff Management Module, and Reporting Module. He proposed to have at least 3 level of users to access to the hotel management system, the end-users, management users and Mr. Wang himself.  For the Room Availability and Booking Module, Mr. Wang wants it to be able to input the last and first name of the guest, number of adult guest and children, other contact details of the customer, check-in details, and additional remarks. Also, he would like the system to generate payment invoice in this module. The team has agreed to appoint Zhi Mai to implement this module.  Mr. Wang discussed about the housekeeping and staff management module consists of two key features. He mentioned that the first key feature is used to keep records of staff and the second key feature is the types of duty type that the staff can perform. Mr. Wang also mentioned that staff may performed four different kinds of maintenance which includes, general maintenance, room maintenance, estate maintenance and security. Zhi Yong and Hidayah was assigned to be in charge of this housekeeping and staff management module.  Mr. Wang need to have five reports for his system, firstly is the room status report. This report will list all the room in hotel and the respective room status which are vacant, occupied and vacant but schedule for cleaning. Secondly, is to list all the guest in a particular room report. Third report will allow Mr. Wang to list all the guest in all the room on a particular day. Fourth report will be room occupancy report, it will generate statistic indicating what the room occupancy for daily, weekly, monthly, yearly. This report will can only access by management and admin. The last report will be housekeeping report. This report will list the duties that the staff has been allocated to and it can generate housekeeping schedule base on daily, weekly and monthly. This report will can only access by management and admin. Mr. Wang would also like to add an additional function which is to allow the preview of report before sending to printer. Aaron was assigned to be in charge of this module.  Mr. Wang declared that the budget for the project will be seventy thousand dollar. Mr. Wang also decided that the completed software will be install in a single computer located at the reception staff area. The computer is running on windows XP 2, uses one gigabyte ram, one hundred gigabyte hard disk and it is connected to the internet via broadband connection.  Also, Mr. Wang mentioned that due to the current limited budget and development time it will not be integrated with other system. He also suggested that in the long term wise, he would like to have two functions available in the system. The first function is to allow potential guests to enquire room availability via online. The second function is to export the five reports to Microsoft Excel so to have numerical figures to do spreadsheets.  Additionally, Mr. Wang suggested that the system should not go offline as the hotel is operating every day. He mentioned that the best time to do backup has to be performed every Sunday of the month and the time should be in the wee morning between 2AM to 3AM. Mr. Wang further mentioned that the backups should be kept in the system for five years and may only be discarded after which. He also mentioned that the hotel peak hours are usually around the checkout time and are usually between 11AM to 12PM every day.  Mr. Wang would like this project to be done by 31 March 2016 as he would want the system to be fully deployed and installed in his hotel from the 7 April 2016 and would like to train his key users by then. With that he concluded the interview and would like to get in touch with the progress of the project. | | **Zhi Mai**  **Zhi Yong**  **Hidayah**  **Aaron** |
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Meeting ended at 10:10 am/pm

Recorded by:

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Nurul Hidayah Hamzah (Ms)

Recording Secretary

Vetted by:

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Chan Zhi Mai

Team Leader