**Minutes Of Meeting**

**(Hotel Booking Management System (Online Booking))**

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| **Project Code** | **Team3** |
| **Project Name** | **Hotel Booking Management System (Online Booking))** |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Manali Kadam | Software Engineer | 27/02/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
|  | Software Engineer |  |
| **Approved by** | **Role** | **Date of Approval** |
|  | Training Manager |  |
| **Circulation List** | [mahima.agrawal@capgemini.com](mailto:mahima.agrawal@capgemini.com),  [namrata.a.mehta@capgemini.com](mailto:namrata.a.mehta@capgemini.com),  [krittika.na@capgemini.com](mailto:krittika.na@capgemini.com),  [kshitij.kapoor@capgemini.com](mailto:kshitij.kapoor@capgemini.com),  [manali.kadam@capgemini.com](mailto:manali.kadam@capgemini.com),  [kanchipudi.manisha@capgemini.com](mailto:kanchipudi.manisha@capgemini.com),  [deepika-surya-devi.kantimahanti@capgemini.com](mailto:deepika-surya-devi.kantimahanti@capgemini.com) | **Version Number of the template:1.0** |
| **Version Number** | 1.0 |  |

Date: 27/02/2018

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| Meeting Venue | Training Room G104 |
| Date / time | 27/02/2018 9.30am-10.30am |
| List of Participants | 1. Mahima Agrawal  2. Namrata Mehta  3. Krittika Ranganathan  4. Kshitij Kapoor  5. Manali Kadam  6. Manisha Kanchipudi  7. Deepika Kantimahanti |
| Distribution List | [mahima.agrawal@capgemini.com](mailto:mahima.agrawal@capgemini.com),  [namrata.a.mehta@capgemini.com](mailto:namrata.a.mehta@capgemini.com),  [krittika.na@capgemini.com](mailto:krittika.na@capgemini.com),  [kshitij.kapoor@capgemini.com](mailto:kshitij.kapoor@capgemini.com),  [manali.kadam@capgemini.com](mailto:manali.kadam@capgemini.com),  [kanchipudi.manisha@capgemini.com](mailto:kanchipudi.manisha@capgemini.com),  [deepika-surya-devi.kantimahanti@capgemini.com](mailto:deepika-surya-devi.kantimahanti@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 | 27/02/2018 |

Date: 27/02/2018

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| Meeting Venue | Training Room G104 |
| Date / time | 27/02/2018 1.00pm-1.30pm |
| List of Participants | 1. Mahima Agrawal  2. Namrata Mehta  3. Krittika Ranganathan  4. Kshitij Kapoor  5. Manali Kadam  6. Manisha Kanchipudi  7. Deepika Kantimahanti |
| Distribution List | [mahima.agrawal@capgemini.com](mailto:mahima.agrawal@capgemini.com),  [namrata.a.mehta@capgemini.com](mailto:namrata.a.mehta@capgemini.com),  [krittika.na@capgemini.com](mailto:krittika.na@capgemini.com),  [kshitij.kapoor@capgemini.com](mailto:kshitij.kapoor@capgemini.com),  [manali.kadam@capgemini.com](mailto:manali.kadam@capgemini.com),  [kanchipudi.manisha@capgemini.com](mailto:kanchipudi.manisha@capgemini.com),  [deepika-surya-devi.kantimahanti@capgemini.com](mailto:deepika-surya-devi.kantimahanti@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.  4 Discussions related to class diagrams. |

**Decisions and action items:**

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| Action item (Assignment of task(module)) | Responsibility | Planned finish Date |
| 1. Login Page,  Search Hotels, View Rooms List Availability, Book Rooms | Mahima Agrawal, Manali Kadam | 03/03/2018 |
| 2. Check Booking Status Based on User ID | Namrata Mehta | 05/03/2018 |
| 3. Cancel Booking Of a particular Hotel | Kshitij Kapoor, Krittika Ranganathan | 01/03/2018 |
| 4. LLD Documentation | Manisha Kanchipudi, Deepika Kantimahanti | 05/03/2018 |
| 5. JSP Pages Designing | Krittika Ranganathan, Namrata Mehta, Kshitij Kapoor | 01/03/2018 |
| 6. Test Cases | Kshitij Kapoor, Krittika Ranganathan | 06/03/2018 |

Date: 28/02/2018

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| Meeting Venue | Training Room G104 |
| Date / time | 28/02/2018 10.00 am to 11.00 am |
| List of Participants | 1. Mahima Agrawal  2. Namrata Mehta  3. Krittika Ranganathan  4. Kshitij Kapoor  5. Manali Kadam  6. Manisha Kanchipudi  7. Deepika Kantimahanti |
| Distribution List | [mahima.agrawal@capgemini.com](mailto:mahima.agrawal@capgemini.com),  [namrata.a.mehta@capgemini.com](mailto:namrata.a.mehta@capgemini.com),  [krittika.na@capgemini.com](mailto:krittika.na@capgemini.com),  [kshitij.kapoor@capgemini.com](mailto:kshitij.kapoor@capgemini.com),  [manali.kadam@capgemini.com](mailto:manali.kadam@capgemini.com),  [kanchipudi.manisha@capgemini.com](mailto:kanchipudi.manisha@capgemini.com),  [deepika-surya-devi.kantimahanti@capgemini.com](mailto:deepika-surya-devi.kantimahanti@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:   1. Class Relationship Diagram 2. Bean layer Diagram 3. Dao layer Diagram 4. Service layer Diagram 5. Controller layer Diagram | Manali Kadam, Krittika Ranganathan  Namrata Mehta  Kshitij Kapoor  Mahima Agrawal  ------- | 01/03/2018 |
| 2. Design of Use Case Diagram | Kanchipudi Manisha, Deepika Kantimahanti | 01/03/2018 |
| 3. Database Design | Namrata Mehta | 01/03/2018 |

Date: 01/03/2018

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| Meeting Venue | Training Room 3 |
| Date / time | 01/03/2018 10.00 am to 11.30 am |
| List of Participants | 1. Mahima Agrawal  2. Namrata Mehta  3. Krittika Ranganathan  4. Kshitij Kapoor  5. Manali Kadam  6. Manisha Kanchipudi  7. Deepika Kantimahanti |
| Distribution List | [mahima.agrawal@capgemini.com](mailto:mahima.agrawal@capgemini.com),  [namrata.a.mehta@capgemini.com](mailto:namrata.a.mehta@capgemini.com),  [krittika.na@capgemini.com](mailto:krittika.na@capgemini.com),  [kshitij.kapoor@capgemini.com](mailto:kshitij.kapoor@capgemini.com),  [manali.kadam@capgemini.com](mailto:manali.kadam@capgemini.com),  [kanchipudi.manisha@capgemini.com](mailto:kanchipudi.manisha@capgemini.com),  [deepika-surya-devi.kantimahanti@capgemini.com](mailto:deepika-surya-devi.kantimahanti@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. Login View Hotels and Book Room |  | 01/03/2018 |
| 2. Update Status |  | 01/03/2018 |
| 3. Cancel Booking |  | 01/03/2018 |
| 4. Designing JSP Pages |  | 01/03/2018 |

Date: 03/03/2018

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| Meeting Venue | Training Room G104 |
| Date / time | 03/03/2018 10.00am-11.00am |
| List of Participants | 1. Mahima Agrawal  2. Namrata Mehta  3. Krittika Ranganathan  4. Kshitij Kapoor  5. Manali Kadam  6. Manisha Kanchipudi  7. Deepika Kantimahanti |
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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. Suggestions for changes and modifications in Usecase and Class Diagrams. | Assigned Team Member | 05/03/2018 |
| 1. Login Page | Assigned Team Member | 05/03/2018 |
| 1. Search Hotels Based on City | Assigned Team Member | 05/03/2018 |
| 1. View Rooms List Available in hotel chosen by User | Assigned Team Member | 05/03/2018 |
| 1. Book Room if Availability Status is Yes | Assigned Team Member | 05/03/2018 |
| 1. Check Booking Status Based on User ID | Assigned Team Member | 05/03/2018 |
| 1. Cancel Booking Of a particular Hotel | Assigned Team Member | 05/03/2018 |

Date: 05/03/2018

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| Meeting Venue | Training Room G104 |
| Date / time | 05/03/2018 10.00am-11.00am |
| List of Participants | 1. Mahima Agrawal  2. Namrata Mehta  3. Krittika Ranganathan  4. Kshitij Kapoor  5. Manali Kadam  6. Manisha Kanchipudi  7. Deepika Kantimahanti |
| Distribution List | [mahima.agrawal@capgemini.com](mailto:mahima.agrawal@capgemini.com),  [namrata.a.mehta@capgemini.com](mailto:namrata.a.mehta@capgemini.com),  [krittika.na@capgemini.com](mailto:krittika.na@capgemini.com),  [kshitij.kapoor@capgemini.com](mailto:kshitij.kapoor@capgemini.com),  [manali.kadam@capgemini.com](mailto:manali.kadam@capgemini.com),  [kanchipudi.manisha@capgemini.com](mailto:kanchipudi.manisha@capgemini.com),  [deepika-surya-devi.kantimahanti@capgemini.com](mailto:deepika-surya-devi.kantimahanti@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 Login, Registration, Book Room | Mahima Agrawal, Manali Kadam | 06/03/2018 |
| 2. View Booking Status |  | 06/03/2018 |
| 3. Cancel Booking |  | 06/03/2018 |

Date: 05/03/2018

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| Meeting Venue | Training Room G104 |
| Date / time | 05/03/2018 2.00pm-2.30pm |
| List of Participants | 1. Mahima Agrawal  2. Namrata Mehta  3. Krittika Ranganathan  4. Kshitij Kapoor  5. Manali Kadam  6. Manisha Kanchipudi  7. Deepika Kantimahanti |
| Distribution List | [mahima.agrawal@capgemini.com](mailto:mahima.agrawal@capgemini.com),  [namrata.a.mehta@capgemini.com](mailto:namrata.a.mehta@capgemini.com),  [krittika.na@capgemini.com](mailto:krittika.na@capgemini.com),  [kshitij.kapoor@capgemini.com](mailto:kshitij.kapoor@capgemini.com),  [manali.kadam@capgemini.com](mailto:manali.kadam@capgemini.com),  [kanchipudi.manisha@capgemini.com](mailto:kanchipudi.manisha@capgemini.com),  [deepika-surya-devi.kantimahanti@capgemini.com](mailto:deepika-surya-devi.kantimahanti@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 | Assigned member | 06/03/2018 |
| 2. Mandatory changes to be introduced during documentation. | Assigned member | 06/03/2018 |
| 3. Setting of deadline for Completion of coding involving Business Logic and Presentation. | Team | 06/03/2018 |

Date: 06/03/2018

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| Meeting Venue | Training Room G104 |
| Date / time | 06/03/2018 11.00am to 12.30pm |
| List of Participants | 1. Mahima Agrawal  2. Namrata Mehta  3. Krittika Ranganathan  4. Kshitij Kapoor  5. Manali Kadam  6. Manisha Kanchipudi  7. Deepika Kantimahanti |
| Distribution List | [mahima.agrawal@capgemini.com](mailto:mahima.agrawal@capgemini.com),  [namrata.a.mehta@capgemini.com](mailto:namrata.a.mehta@capgemini.com),  [krittika.na@capgemini.com](mailto:krittika.na@capgemini.com),  [kshitij.kapoor@capgemini.com](mailto:kshitij.kapoor@capgemini.com),  [manali.kadam@capgemini.com](mailto:manali.kadam@capgemini.com),  [kanchipudi.manisha@capgemini.com](mailto:kanchipudi.manisha@capgemini.com),  [deepika-surya-devi.kantimahanti@capgemini.com](mailto:deepika-surya-devi.kantimahanti@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 | Assigned Team Member | 06/03/2018 |
| 2. Testing of Code | Team | 06/03/2018 |
| 3. Self Review | Assigned Team Member | 06/03/2018 |

Date: 06/03/2018

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| Meeting Venue | Training Room G104 |
| Date / time | 06/03/2018 2.00pm – 2.30pm |
| List of Participants | 1. Mahima Agrawal  2. Namrata Mehta  3. Krittika Ranganathan  4. Kshitij Kapoor  5. Manali Kadam  6. Manisha Kanchipudi  7. Deepika Kantimahanti |
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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 | 06/03/2018 |
| 2. Unit Testing | Assigned Team  Member | 06/03/2018 |

Date: 07/03/2018

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| Meeting Venue | Training Room G104 |
| Date / time | 07/03/2018 1.00pm – 2.00pm |
| List of Participants | 1. Mahima Agrawal  2. Namrata Mehta  3. Krittika Ranganathan  4. Kshitij Kapoor  5. Manali Kadam  6. Manisha Kanchipudi  7. Deepika Kantimahanti |
| Distribution List | [mahima.agrawal@capgemini.com](mailto:mahima.agrawal@capgemini.com),  [namrata.a.mehta@capgemini.com](mailto:namrata.a.mehta@capgemini.com),  [krittika.na@capgemini.com](mailto:krittika.na@capgemini.com),  [kshitij.kapoor@capgemini.com](mailto:kshitij.kapoor@capgemini.com),  [manali.kadam@capgemini.com](mailto:manali.kadam@capgemini.com),  [kanchipudi.manisha@capgemini.com](mailto:kanchipudi.manisha@capgemini.com),  [deepika-surya-devi.kantimahanti@capgemini.com](mailto:deepika-surya-devi.kantimahanti@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:**

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| Action item | Responsibility | Planned finish Date |
| 1 Peer Testing | Assigned Team Member | 07/03/2018 |
| 2 Peer Review | Assigned Team  Member | 07/03/2018 |

Date: 07/03/2018

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| Meeting Venue | Training Room G104 |
| Date / time | 07/03/2018 9:30am – 11.00am |
| List of Participants | 1. Mahima Agrawal  2. Namrata Mehta  3. Krittika Ranganathan  4. Kshitij Kapoor  5. Manali Kadam  6. Manisha Kanchipudi  7. Deepika Kantimahanti |
| Distribution List | [mahima.agrawal@capgemini.com](mailto:mahima.agrawal@capgemini.com),  [namrata.a.mehta@capgemini.com](mailto:namrata.a.mehta@capgemini.com),  [krittika.na@capgemini.com](mailto:krittika.na@capgemini.com),  [kshitij.kapoor@capgemini.com](mailto:kshitij.kapoor@capgemini.com),  [manali.kadam@capgemini.com](mailto:manali.kadam@capgemini.com),  [kanchipudi.manisha@capgemini.com](mailto:kanchipudi.manisha@capgemini.com),  [deepika-surya-devi.kantimahanti@capgemini.com](mailto:deepika-surya-devi.kantimahanti@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 | 07/03/2018 |
| 1. Review and Completion of Documents |  | 08/03/2018 |
| 1. CSS |  | 07/03/2018 |
| 1. Logger |  | 08/03/2018 |
| 1. PPT | Team | 08/03/2018 |

**REVISION HISTORY OF THE WORK PRODUCT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Date | Version # | Section Changed | Details of changes made | Approved By |
| 1 | 27/02/2018 | 1.0 | Document prepared | N/A |  |
| 2 |  |  |  |  |  |