

Team Meeting - WEEK 1

Date: 04/10/2025

Time: 05:00 PM EST

<https://github.com/mduddin112203/YWCC307-018-Team3-Project>

Location: Virtually Via
Discord

Meeting called by:	Jonathan Malave	Type of meeting:	Rough Draft / Outline of Project
Facilitator:	Eric Perez	Note taker:	Md Uddin
Timekeeper:	Mike Duran		

Attendees: Md Uddin, Jonathan Malave, Eric Perez, Mike Duran

Please read: Notes on AI solutions in the hotel industry

Please bring: Any initial research or relevant examples from existing brands

Minutes

Agenda item:	Introduction and Project Scope	Presenter:	Jonathan Malave
---------------------	--------------------------------	-------------------	-----------------

Discussion: Talked about Marriott using guest-facing AI in Singapore. We discussed chatbots, service robots, and check-in kiosks. Additionally, we researched and found out that the government supports AI.

Conclusions:

Team agreed to move forward with the idea of recommending AI solutions tailored to a specific Marriott brand in Singapore. Further research is needed on existing AI integrations across hospitality competitors.

Action items	Person responsible	Deadline
✓ Research current Marriott brands in Singapore	Md Uddin	04/16/2025
✓ Look into chatbot and service robot use cases	Eric Perez	04/16/2025
✓ Begin drafting a short summary on Singapore's AI policy landscape	Mike Duran	04/16/2025

Agenda item:	Organizing Roles and Workflow	Presenter:	Eric Perez
---------------------	-------------------------------	-------------------	------------

Discussion:

The team confirmed that each member would host at least one weekly meeting and submit their own set of minutes. The group will collaborate through Discord and GitHub. All deliverables will be shared in a dedicated repository.

Conclusions:

Roles will rotate weekly for hosting and documenting meetings. GitHub will serve as the main archive for project files and meeting records.

Action items	Person responsible	Deadline
✓ Set up GitHub repo and give access to al	Md Uddin	04/10/2025

Action items	Person responsible	Deadline
✓ Create shared folder for internal documentation	Eric Perez	04/13/2025
✓ Upload Week 1 minutes to GitHub	Jonathan Malve	04/11/2025

Agenda item: Next Steps and Brainstorming Features **Presenter:** Mike Duran

Discussion:

The team brainstormed AI features that could enhance the guest experience, such as personalized room controls via voice assistant, real-time service request handling, and multilingual support through AI. Members shared initial thoughts on which hotel brand might be best for testing the concept.

Conclusions:

Members will bring at least two detailed examples of real-world guest-facing AI tools to the next meeting. Discussion will focus on aligning tools with brand values and customer expectations.

Action items	Person responsible	Deadline
✓ Find two examples of AI in hotels to present next meeting	All members	04/17/2025
✓ Identify one Marriott brand that fits our use case	Jonathan Malave	04/17/2025
✓ Research the feasibility of voice-activated room controls	Mike Duran	04/17/2025

Other Information

Observers:

None

Resources:

Google Scholar, Marriott Corporate Reports, Singapore AI Strategy Documents

Special notes:

Next meeting scheduled for 04/17/2025 at 05:00 PM EST via Discord