Temasek Polytechnic

School of Informatics and IT

**Diploma in Information Technology (IT)**

Meeting Minutes

**Project Particulars**

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| **Tutor** | Mr Mel Goh |
| **Class** | P02 |
| **Project Title** | Delonix Regia Hotel Management System |

**Project Team’s Particulars**

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| **Matric Number** | **Student Name** |
| 1500564H | Shawn Yang |
| 1502728G | Xavier See |
| 1500340C | Yeo Kai Sheng |
| 1500858D | Yeo Ai Ling |

Minutes of the meeting of the project group with the client Mr Wang to discuss his expectations and enquire about more details about the system will held in IT3-8-34/2 on Monday, 22 May 2017 at 09:00a.m.

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| Date: | 22 May 2017 | |  |
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| Venue: | Meeting Room/Lab | |  |
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| Present: | Shawn Yang (Chairperson)  Yeo Ai Ling (Secretary)  Xavier See (Member)  Yeo Kai Sheng (Member) | |  |
|  |  | | |
| Absent with apologies: | | NIL |  |

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| **S/No** | **Item** | | **Action By** |
| 1  2  3  4  5  6  7  8  9  10  11  12 | Meeting started at 09:00am  *List out all the discussion made during interview session*  **3 Main Functions**  Ailing asked Mr Wang the question of what were the were the main functions of the Delonix Regia Hotel Management System. Mr Wang stated that the 3 main functions were Room Availability and Booking Module, Housekeeping and Staff Management Module and Reporting Module.    **Users of the system**  Shawn Yang then asked the next question of what were the end users who were later going to use the system. Mr Wang stated that there were 3 end user which were the Reception Staff, Management Staff and the Administrative Staff. The Reception Staff were stationed at the front counter of the hotel, had access to parts of the reporting module and access to the entire Room Availability Module. The Management Staff had all access to the 3 modules. Meanwhile the Administrative Staff which included Mr Wang had access to all the 3 modules, user account and creation module which were additional modules.    **Room Availability and Booking Module**  Shawn Yang discussed with Mr Wang about what data needed to be gathered for the Room Availability and Booking Module. Mr Wang stated that the module should include customer first name, last name, number of adult guest and children who will be staying in the room, contact details such as phone number, email address, home mailing address which contains street address, block/house number, postal code and country.  Shawn Yang was also informed that the Room Availability and Booking Module should include payment details such as credit card number, credit card holder's name and expiry date and customer could also pay by cash. Shawn Yang also discussed with Mr Wang regarding check in details which should contain check in date and time, check out date and time, additional remarks like request for king size bed or queen size bed or smoking or non-smoking room and indication of guest requesting for late check out.  **Housekeeping and Staff Management Module**  Ailing asked Mr Wang about the things he would like to have in the Housekeeping Management Module. Mr Wang mention that these are the features that he would like to have one will be allowing him to keep records staff name, date of birth, bank account number, all details of their home address, phone number, duty types which include general maintenance, room maintenance, estate maintenance and security. The kind of duties can that Housekeeping staff be assigned to are General maintenance, Room maintenance, Estate maintenance and Security.  **Reporting Module**  Xavier asked Mr Wang about what kind of reports does he need. Mr Wang replied that he will be needing 5 types of reports for the report module. The first report that Mr Wang described was the Room Status report, which will list all the rooms in the hotel and their respective room status; vacant, currently occupied, and vacant and scheduled for cleaning. The second report Mr Wang had described was a report that allows him to list all the occupants in a particular room. The third report described by Mr Wang was a report that can list all the guests in all the rooms at any given point in time. He gave an example that he should be able to list all the guests staying in all the room during a specific time period for example 24th January this year. The fourth report that was described by Mr Wang was the Room Occupancy report, which generates statistics indicating what was the room occupancy on the daily, weekly, monthly, and yearly period. It should only be for administration and management users to use as well. The last report that was described by Mr Wang was the Housekeeping report, which lists the allocated duties to the staffs - the types of duties were mentioned earlier when Mr Wang was describing the Housekeeping and Staff Management Module. Furthermore, the described report should be able to generate the housekeeping schedule based on daily, weekly, or monthly basis. It should also only be available for administrator and management users to use only.  **Additional Features of Reporting Module**  Xavier asked Mr Wang if there are any additional features he would like for the Reporting Module. Mr Wang requested that he would like the reporting module to be able to preview the reports before sending it to the printer.  **Budget**  Kai Sheng asked Mr Wang what is the budget of the system. Mr Wang stated that he discussed with Mr Lim 4 months ago and the final budget will be $70,000.  **Location to install software**  Kai Sheng asked Mr Wang on where will the completed software be installed in. Mr Wang requested that it should be installed in a single computer at the reception staff area.  **Long term**  Kai Sheng asked Mr Wang whether this software should be integrated with any existing software or system? Mr Wang said he won’t need it currently and long term is not the priority as he can manually check with the system and reply back to the guest should they have any enquires.  **Backups**  Kai Sheng asked Mr Wang on the backups required for the system. Mr Wang discussed that the hotel system will operate 24 hours for the whole year where the system will not shut down should there be major renovations. Additionally, he stated that the preferred time to back-up is during non-peak hours usually at 2-3am, once a month on first sunday of every month. The backup will be kept in the system for 5 years which then can be safely discarded and peak hours are usually on the checkout time from 11am to 12pm.  **Any Other Business**  There was no other business  **Date of Next Meeting**  The committee agreed that the next meeting would be held in IT3-8-34/2 on Monday 29 May 2017 at 09:00a.m.  There being no further business, the Chairperson, Shawn, closed the meeting at 09:10a.m. | | *Write down who is doing what/ Who should pay attention to the item.*  Ai Ling  Shawn  Shawn  Ai Ling  Xavier  Xavier  Kai Sheng  Kai Sheng  Kai Sheng  Kai Sheng |
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Recorded by:

Yeo Ai Ling

Recording Secretary

22 May 2017

Confirmed by:

Yang Xian Wei, Shawn

Chairperson

29 May 2017