



Republic of the Philippines
CAVITE STATE UNIVERSITY
Imus Campus
Student Development Services,
CENTRAL STUDENT GOVERNMENT
csg.imus@cvsu.edu.ph



MINUTES OF THE MEETING

DATE AND LOCATION: November 22, 2025 - Central Student Government Office

TIME COMMENCED: 3:28 P.M

PRESIDER: Ivan P. Duran

ATTENDEES:

Name	Position
• Nathaniel R. Gil	CSG President
• Ivan P. Duran	SAP IT / WebDev Head
• Gerald D. Alansalon	Documentation Officer
• John Harold R. Magma	Quality Assurance Officer
• Jerald D. Estrella	Front-End Developer
• Taisei Domingo	Front-End Developer
• Ralph Kenneth B. Perez	UI/UX Desig

ABSENTEES:

• Lorenz E. Tuburo	Back-End Developer
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AGENDA:

- **UI/UX Design Review and Updates**
- **Front-End Development Updates**
- **Admin Side and Backend Concerns**
- **Task Management**
- **Committee Assignments (Other Matters)**

COMMENCEMENT:

The meeting was called to order at 3:28 PM by the Presider, Mr. Ivan Duran. He commenced the session by conducting a welfare check, asking the team members how they were doing.

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I. UI/UX DESIGN REVIEW AND UPDATES

- **Presentation:** The UI/UX Designer, Mr. Ralph Kenneth Perez, presented the current designs for the website.
- **Home Page:**
 - **Content:** Mr. Duran directed the inclusion of an **Introduction Video** of the CSG on the home page.
 - **Text:** Both Mr. Duran and Mr. Magma agreed to **remove the "Welcome to" text** from the home page.
 - **Navigation:** Mr. Magma commented that the current navigation bar is good. Mr. Duran suggested adding another navigation item containing a **dropdown menu**.
 - **Design Elements:**
 - The team discussed the utilization of hyperlinks for email addresses and how this would affect the design aspect.
 - Mr. Magma noted the need to establish specific **fonts** to be used across the website.
 - **Feedback Mechanism:** Mr. Magma suggested adding a button linked to a Google Form for feedback. The team agreed to move this **Feedback Button** to the bottom of the website.
- **Bulletin Page:** It was noted that there is currently minimal progress on this section.
- **Documents Page:**
 - **Format & Security:** Mr. Duran stated that documents uploaded to the website will be converted to **JPG format**. This is to facilitate the manual blurring of signatures by the Admin.
 - **Filters:** Mr. Magma suggested adding a dropdown for filters. The team discussed and agreed to include filters for:
 - **Term Year** of the document.
 - **Specific Category** of the papers.
 - **Sorting:** Mr. Magma provided examples for sorting, such as **Ascending and Descending** dates based on upload or approval time.
 - **Layout:** Mr. Duran sketched the layout on a whiteboard. Both Mr. Duran and Mr. Magma agreed to place the **Filter** on the **Top Right Header** of the website.
 - **Search Bar Debate:**
 - The team initially decided to **remove the search bar**, noting that it might confuse new students or non-student officer users when navigating.
 - **Final Decision:** Mr. Duran suggested keeping the search bar as an **optional feature** for advanced users who already know the specific documents they need to find.
- **Latest Update Section:** Mr. Duran commented that the current state is acceptable ("good for now").
- **Executive Officers Section:** Mr. Duran instructed the team to include the officers' **Facebook links, Instagram handles, and Email addresses**.

II. FRONT-END DEVELOPMENT UPDATES

- The Front-End Developers (Mr. Estrella and Mr. Domingo) reported that they have completed the implementation of the UI/UX Designer's previous output.
- They currently have minimal pending tasks and are waiting for the implementation of the new changes discussed.

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12-10-22

III. ADMIN SIDE AND BACKEND CONCERNS

- **Signature Blurring:** The team discussed the management of blurring signatures, specifically regarding the conversion of documents to images. A concern was raised on how to manage this process if a single document consists of **multiple images**.
- **Pending Feedback:** Since the Back-End Developer, Mr. Lorenz Tuburo, was absent (running late), the team decided to await his feedback regarding this ongoing suggestion.

IV. TASK MANAGEMENT

- **Prioritization:** Mr. Gerald Alansalon suggested creating a **List of Tasks with Prioritization Levels**. This will allow the team to identify which tasks or features require immediate attention, making the project easier to manage.

V. OTHER MATTERS (Committee Assignments)

- Mr. Duran assigned the CWD members to assist other committees with their booths:
 - **SOCENVI Booth:** Taisei Domingo, Ralph Kenneth Perez, and Jerald Estrella.
 - **CCAA Booth:** Gerald Alansalon.
 - **RIAC Booth:** John Harold Magma.

TIME ADJOURNED: 4:36 P.M

Prepared by:

GERALD D. ALANSALON

Documentation Officer - Committee on WebDev

Noted by:

NATHANIEL R. GIL
CSG President

IVAN D. DURAN
SAP IT / WebDev Head

DR. ARMAND G. ATON
SDS Coordinator

ARMAND G. ATON

12-0-24

DOCUMENTATION

