



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:** 10:23 A.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 Designer
• Lorenz E. Tuburo	Back-End Developer

### AGENDA:

- Getting to know each other.
- Online Information and Transparency System (OITS)
- Committee on Web Development Hangouts
- Central Student Government Executives Board, Board Members, and Committee Structure.
- Central Student Government Events.

### COMMENCEMENT:

The meeting was called to order by the Project Head, Mr. Ivan Duran, at 10:23 AM to formally launch the Committee on Web Development (CWD) and discuss the roadmap for the Online Information and Transparency System (OITS).

- Introduction and Team Dynamics Mr. Duran opened the floor by introducing himself and outlining the meeting's agenda. To foster camaraderie and ensure smooth collaboration for the academic term, the presiding officer facilitated an introductory session where all committee members introduced themselves and their respective roles within the development team.

ARMAND G. ATON, Ph.D.

12-10-25

- Online Information and Transparency System (OITS) – Frontend & Requirements The presiding officer presented the static prototype of the website to guide the committee on the project's scope. Mr. Duran emphasized the critical need for mobile responsiveness, noting that his personal usability test of the static version on a mobile device was unsuccessful. Detailed requirements were broken down by section:
  - Main Page: Must encompass the Announcement Section, Document Section, About CSG, Feedback Section, Footer, and Navigation Bar.
  - CSG Bulletin: Includes a Recent Updates Section, Search Functionality, Campus Event Updates, and Other Updates.
  - Documents Section: A high-priority module requiring a Search Bar with Filter, a Comprehensive List of Documents, and a Document Preview Modal.
  - Officers Section: Must display both Current Officers and Previous Officers.
- OITS – Admin Side and Security Protocols The requirements for the Administrator Dashboard were defined as follows: Bulletin Management, Document Repository, Officers Management, Feedback Monitoring, and Settings.
  - Security Concerns: The committee deliberated on data privacy, particularly the handling of signatures on documents. It was agreed that a blurring mechanism must be implemented to protect sensitive data.
  - Data Retention: Following consultation with CSG President Nathaniel Gil, it was established that documents in the archive must never be permanently deleted to ensure historical accuracy and transparency.
  - Access Control: The QA, Mr. Harold, proposed a 2-level Admin System to differentiate privileges between the "Programmer Admin" (Full Access) and the "Standard Admin" (Content Management).
- Technical Stack and Infrastructure: The committee finalized the technologies to be capitalized on for development:
  - Frontend: React, Vanilla stack (HTML, CSS, JavaScript, PHP).
  - Backend/Database: Firestore and MySQL were confirmed. Mr. Renz (Backend Programmer) suggested Supabase as an additional viable option.
  - Hosting: Vercel and Hostinger were selected as primary options, with AWS and Render/Reload suggested by the technical team as alternatives.
- UI/UX and Design Directives: The committee reviewed the visual aspects of the system. President Gil provided feedback, emphasizing that the CSG Branding must be prominent throughout the interface.



- Design Direction: The team agreed to merge the aesthetics of "Design 2" and "Design 3" created by the UI Designer, Ralph.
- Thematic Elements: The site will adhere to the theme "Puso ang Magiging Sentro ng Serbisyo!" and include a feature allowing committees to toggle color themes for their specific pages.
- Login Interface: To streamline access, the login page will omit the username/email field, requiring only a password for admin access.
- Project Timeline and Deadlines The presiding officer stipulated the following strict deadlines, which were unanimously agreed upon by the committee:
  - Frontend: Requirements & UI/UX - November 24, 2025
  - Frontend: Main Page (Main) - December 5, 2025
  - Frontend: Bulletin, Docs, Officers - December 12, 2025
  - Frontend: Admin Side - December 30, 2025
  - Backend: Final Stack Decision - November 22, 2025
  - Backend: Main Page Connection - December 10, 2025
  - Backend: Bulletin, Docs, Officers - December 23, 2025
  - Backend: Admin Side - January 15, 2025
  - Quality Assurance (Main Page) - December 6, 2025
  - Quality Assurance (Bulletin/Docs) - December 13, 2025
  - Quality Assurance (Admin Side) - January 2, 2025
- Documentation Requirements: The Documentation Officer (Mr. Alansalon) was assigned the following deliverable dates:
  - Main Page Documentation: December 7, 2025
  - Bulletin/Docs/Officers Documentation: December 14, 2025
  - Admin Side Documentation: January 3, 2025
  - Full System Documentation & Guide: January 18, 2025
  - Required Resolutions: "Establishing a Temporary Website for OITS" and "Resolution for Phase 2: OITS."
  - Other Documents: Minutes of Meetings, Organization Approval Letters (Logo Usage), and a collection of Officers' social media links.
- Workflow and Other Matters

- Project Tracking: Mr. Harold suggested utilizing Discord to create a progress tracker. He also proposed daily sprints/meetings to monitor individual progress.
- Committee Structure: It was clarified that the Committee on Web Development (CWD) is an Ad Hoc Committee specifically created for the OITS project under the proposal of SAP-IT Ivan Duran.
- External Assignments: Since the CWD will not handle a specific booth during the upcoming university event, members will be distributed to other committees to assist. Members were also encouraged to participate in the Paskuhan event and the Year-End Party.
- Committee Hangout: To build morale, the team agreed to schedule a hangout using the allocated committee budget. A poll will be conducted to decide the venue.

**TIME ADJOURNED: 11:41 P.M**

Prepared by:

**GÉRALD D. ALANSALON**

Documentation Officer - Committee on WebDev

Noted by:

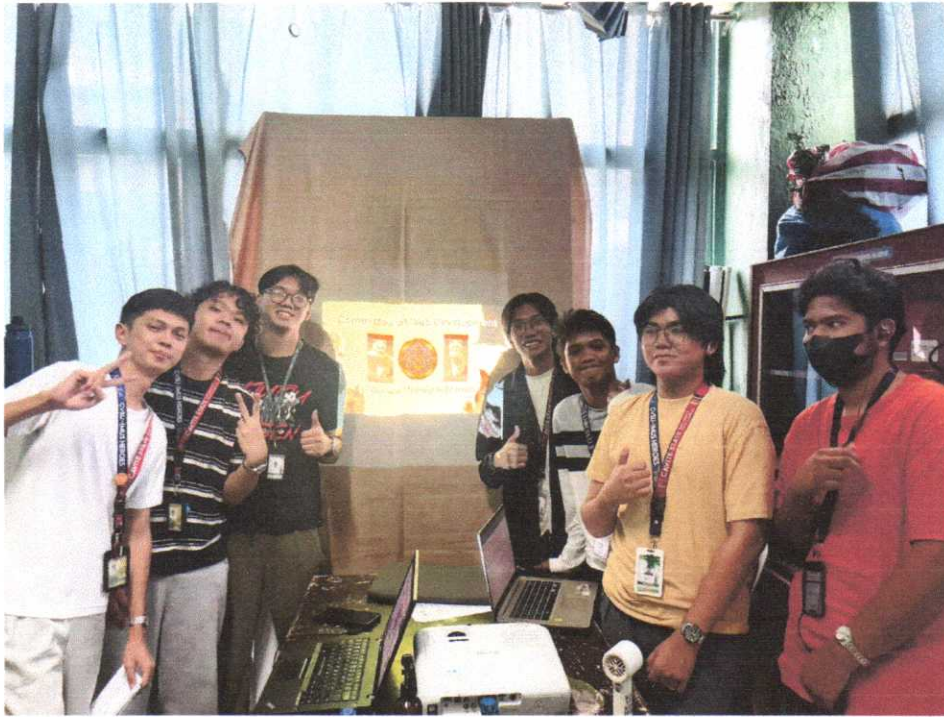
**NATHANIEL R. GIL**  
CSG President

**IVAN P. DURAN**  
SAP-IT / WebDev Head

**DR. ARMAND G. ATON**  
SDS Coordinator



## DOCUMENTATION



ARMAND G. ATON, JR.  
12-11-25