



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 29, 2025 - Google Meet

**TIME COMMENCED:** 8:02 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 Designer
• Lorenz E. Tuburo	Back-End Developer

### AGENDA:

- Task Updates
- Task Monitoring
- Adjustment of Deadline Dates
- Papers and Documentation Update
- Weekly General Meeting Schedule
- Other Matters

### COMMENCEMENT:

The meeting was called to order at 8:02 PM via Google Meet. The presiding officer, Project Head Ivan P. Duran, officially started the session by presenting the meeting agenda to the Committee on Web Development (CWD).

### I. TASK UPDATES

- UI/UX Designer: Mr. Ralph Kenneth Perez reported that he has commenced the design phase for the system but noted that the output requires further polishing to meet the final standards.
- Front-End Developer: Mr. Jerald Estrella updated the team that his current focus is on the "About Us" page and ensuring the mobile responsiveness of the website.

  
ARMAND C. DURAN

12-10-25

- **Project Head's Feedback:** Mr. Duran expressed skepticism regarding achieving full mobile responsiveness given the constraints. He extended his gratitude to the team for their efforts in attempting it but advised them not to prioritize full mobile optimization at this stage.
- **Directive:** Mr. Duran established that as long as the mobile version displays all necessary information clearly to the users, it will be considered sufficient for the initial launch.

## II. TASK MONITORING

- **Quality Assurance (QA) Assessment:** Mr. John Harold Magma raised a concern regarding the team's usage of the Discord Task Monitoring Bot. He observed that the bot is currently ineffective and "not responsive" because the team has not yet fully capitalized on its features to track progress.
- **Proposal:** Given the project's tight deadline, Mr. Magma posed a question to the team: Should they continue utilizing the Discord bot, or switch to holding meetings twice or thrice a week to ensure accountability?
- **Demonstration:** Mr. Magma shared his screen to demonstrate the functionality of the Discord Task Monitoring Bot. He provided detailed instructions and tips on how to effectively use it. He also committed to modifying the questions asked by the bot to better curate them to the team's specific needs.
- **Alternative Proposal:** Mr. Duran suggested an alternative approach involving two random check-outs throughout the week to monitor team progress instead of relying solely on the bot.
- **Decision:** After deliberation, the team ultimately decided to continue using the Discord App/Bot for the team's task updates.
- **(Note:** CSG President Nathaniel R. Gil joined the meeting during this segment to check on the team.)


## III. ADJUSTMENT OF DEADLINE DATES

- Mr. Duran emphasized the critical nature of adhering to deadlines, noting that every member's workflow is interdependent.

### Directives:

- **UI/UX:** Mr. Perez was instructed not to prioritize the design of the Admin Side of the page, as its requirements are primarily technical rather than aesthetic.
- **Front-End:** Mr. Duran commended Mr. Estrella for being nearly finished with the Main Page. It was clarified that once the UI/UX design is finalized, the Front-End team can commence full-scale work.
- **Back-End:** Once the Front-End components are completed, the Back-End Developers are expected to start working on the server-side integrations immediately.
- **Quality Assurance:** Upon completion of the Front-End, the QA Officer will inspect the output for necessary fixes or adjustments.
- **Documentation:** The Documentation Officer is tasked with documenting the system processes as they are developed.
- **Departure:** Mr. Ralph Kenneth Perez requested permission to leave the meeting early to attend to an urgent matter. Mr. Duran acknowledged and approved the request.

## IV. PAPERS AND DOCUMENTATION UPDATE

  
ARLIND C. GIL  
10-121-24



- Documentation Officer: Mr. Gerald Alansalon provided the following updates:
  - Request Letter (Logos/Links): The letter requesting permission to use school organization logos and Facebook links has been drafted. It is currently missing 8 out of 22 required signatures.
  - Resolution (Temporary Website): The resolution establishing the temporary website for OITS has been drafted.
  - Minutes of the Meeting (MoM): All previous MoMs have been drafted and are awaiting signatures.

## V. WEEKLY GENERAL MEETING

- Mr. Duran established that the majority of meetings will continue to be held online.
- Face-to-face meetings will be announced specifically if deemed necessary.
- Schedule: The regular online meetings are established to occur every Saturday at 8:00 PM.

## VI. OTHER MATTERS

- Year-End Party:
  - Mr. Duran reiterated the theme for the event: "Show up to the wrong event," and encouraged full attendance from the committee.
  - Mr. Lorenz Tuboro stated that he would be unable to attend due to monetary constraints.
- Technical Issue (Signature Blurring):
  - Mr. Tuboro raised a technical challenge regarding the blurring of signatures on documents uploaded to the website.
- Approaches Discussed:
  - Automated Model: Converting documents to images and using an external AI model to trace and blur signatures automatically. Mr. Tuboro noted this method has downsides (likely complexity or reliability).
  - Manual Redaction: Having the Admin manually "destroy" or redact the signature within the document before uploading.
  - Decision: Mr. Duran decided that the second approach (Manual Redaction) is the best course of action, as the Admin will be responsible for handling the uploading of documents regardless.
- Closing Remarks:
  - President Nathaniel R. Gil commended the team for the progress they are making.
  - The President reminded the committee that this project will leave a legacy, as the system is intended to be used by future generations of students.

**TIME ADJOURNED: 8:45 P.M**


Prepared by:

**GERALD D. ALANSALON**

Documentation Officer - Committee on WebDev

  
ARMAND G. ATTON, Ph.D  
12-10-25

Noted by:

  
**NATHANIEL R. GIL**  
CSG President

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

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