



ACTION DONE MATRIX

Capstone Project Title: Web-Based Syllabus Tracking and Digital Signing System with AI Compliance Checking

Note to the Researchers: Please submit this form with the revised paper that shall be forwarded to the Capstone Committee/Instructor)

Type of Review: (Please tick) <input checked="" type="checkbox"/> Internal Review <input type="checkbox"/> External Review			
Name of Panel	Suggestion of the Panel(s)	Action Taken	Page Number/s
Mark Ian Mukara (represented by Czarissa Louise Navidad)	Make Brisk AI's implementation and/or API as reference on syllabus drafts and revisions.	Llama AI will be used as the core AI model, along with the Google Docs API, for syllabus drafting and revision.	27-28, 31, 34-36, 41-42, 48, 53-55
	Objectives: Suggests to switch positions of Objective 2 and 3.	Switched Objective 2 and 3.	4
	Objective 4 merge with other important details.	Merged Objective 3 and 4 to make it into 1 Objective.	4
	Scope: reiterates that proponents are making a system, not a prototype	Changed the prototype in the scope and made it into developing/deploying a system.	6
	RRL's System Comparison: move this part at the end of RRL page, and before the part of Concept of the Study.	Moved the RRL's System Comparison before the Concept of the Study.	25-26
	Conceptual Framework: revise this process, especially the alignment of the Feedback process.	Removed the Feedback process connector from the output and moved it into the process.	27
	Modified Waterfall: follow the process based on the figure.	Edited the sections in accordance to the process based on the figure.	38
	Separate questionnaires for different questionnaires.	Made a separate questionnaire for Faculty and for Reviewer/Approver.	59-60, 60-61
	Suggests on syllabus printing, has the option to have a non-signed and signed version.	The syllabus printing option is presented in the Concept of the Study.	28
	Fix formatting issues found on the manuscript presented today.	Fixed formatting issues and made it into a paragraph format.	33-37, 60
	Chapter 3.2.3 should be entitled and has the content related to "Procedure for the Different Phases"	Changed the title for Chapter 3.2.3 into "Procedure for the Different Phases"	39
	System Design Flowchart: Create flowchart for each user.	Created flowchart for Faculty, Reviewer and Admin.	44-46
	Chapter 3.2.6 Testing should follow the Objectives.	Revised and follow the objectives.	55
	Chapter 3.2.7 Evaluation should discuss respondents which will test this project especially the system	Discussed who are the respondents for this system in the Inclusion Criteria for Respondents.	61



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Anna Rose Tan	Proponents should clarify the usage of eSignature.	Google Docs API will be implemented to allow faculty, reviewers, and approvers to sign the syllabus digitally for the first draft only from faculty to dean.	28
	Suggests a button for syllabus approval.	Revised and added to Concept of the Study.	28
	There should be timestamp included after every approval of transaction	Revised and stated timestamp for status reports and logs.	53
	Notification is required so that faculty will be notified by syllabus progress, including improvements needed.	Presented in the Functional Requirements.	41
	Should have AI Compliance and Tracking Module	Presented in the System Development.	53 - 54
	Explain what's the process of submitting the revised syllabus and feedback mechanism.	Explained in the Concept of the Study and Flowchart Diagram of the Faculty.	28, 45
Glaiza Mae Libe	Asks why is there a need for several datasets for the system, and API for syllabus checking?	No datasets are needed for training since a pretrained AI, specifically Llama, will be used for syllabus AI compliance checking. For syllabus review, the Google Docs API will be utilized to allow reviewers to check and add comments and suggestions.	33, 28
	Clarify what API will be check for syllabus checking	Google Docs API	28
	Review and improve the documentation for system's implementation.	Reviewed and revised everything based on comments and suggestions for the system design implementation.	44-53
	Add CITL Form 17 and 18 into the system.	Discussed in the Flowchart Diagram Section and will be implemented in the development phase of the system.	44-47
	Provide Data Privacy Agreement or Disclaimer especially for the eSignature.	Discussed in the Section "Development of the Real-Time Syllabus Tracking and Digital Signing System" and it will be implemented in the development phase of the system.	54
	Objectives of the Study: Revise Objectives at the right formatting; especially Objectives 5 should declare the test cases and not just formulas.	Revised the objectives of the study.	4-5



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	The discussions of each sections in Chapter 3 are just repetitive like the flowchart, system architecture, and data flow diagram.	We addressed the repetition by giving each a clear focus: Architecture shows the setup, the Data Flow Diagram shows how data moves, and the Flowchart shows the step-by-step logic. Each part now explains its purpose.	44-51
Dr. Catherine Libertad (CITL)	Asks if the digital signature is for approval only, the proponents confirmed?	eSignature is only present for the first syllabus draft.	28
	Reiterates that there should be no scanned syllabus.	Presented that it only caters DOCX file format and not a scanned syllabus in Flowchart Diagram of Faculty.	48
	Shares that current's CITL syllabus problem is about implementation of Bloom's Taxonomy based on one's specialization.	Will be implemented in the development phase of the system.	28, 35-36, 48, 55
	Asks how will the proponents will integrate the conventions into the system?	The system will follow standard conventions by integrating them into the workflow and templates, ensuring syllabi adhere to the required format and structure.	53-54
	Asks for the conceptualization by AI for the syllabus making?	Llama AI will be used solely for compliance checking, verifying missing components, achieve required minimum content, and SLO-CO alignment in syllabi.	28
	eSignature is still present, but only for the first syllabus draft	eSignature is only present for the first syllabus draft.	28

(Add more rows as needed)

Louie Jay S. Labastida

Signature over Printed Name of Adviser

Dr. Sales G. Aripe, Jr.

Signature over Printed Name of Instructor

Approved by:

Anna Rose Tan

Panel Member

Glaiza Mae Libe

Panel Member

Dr. Jovelin M. Lapates

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Czarissa Louise Navidad

Chair