UNIVERSITY OF SANTO TOMAS
College of Engineering
MINUTES OF THE MEETING
Date: November 5, 2025
Time: 4:00 - 6:03 p.m.
Venue: Room Google Meet

I. Attendance

Present were:
Agaran, John Gero Luis A.
Baual, Leslie Sofia C.
Bulawan, Leonard Joshua N.
Caido, John Aeron L.
Camat, Neil Bryan A.

Absent were:
N/A

II. Agenda:
- Selection of a committee for the Advocacy Event
- Planning of Tasks:
  - Creating Subteams
  - Discussion of the Collection & Committee Process
  - Listings of Possible Sponsors

III. Highlights of the Meeting:
➔ The meeting started with a discussion on selecting which of the available committees the group would prefer working on for the Advocacy Event of Lab of the Mind.
➔ The tasks and responsibilities of each committee such as the *Secretariat, Logistics, Publicity & Documentation, Technical, and Budget Committee* were all discussed, and a voting process was conducted.
➔ The majority voted for the Budget Committee, and then the group moved to the planning of tasks.

[Selection of a committee for the Advocacy Event]
- Selected Committee: Budget Committee

➜ The following planning of tasks are specified are:

[Planning of Tasks]
● Subteam Creations
1. Auditing Team: The auditing team reviews the requested materials and the budget required for the project. They would also handle receipts and sponsors, openly disclosing them to ensure transparency among fellow classmates.
2. Treasury Team: The treasury team collects and stores the budget contributions from everyone. They are responsible for managing the budget and releasing funds when materials need to be purchased.

Assigned Members per Subteam:

Auditing Team	Treasury Team
Agaran, John Gero Luis	Bulawan, Leonard Joshua
Baual, Leslie Sofia	Camat, Neil Bryan
Caido, John Aeron	

● Collection & Committee Process

[Collection Process]
- Collection may be more than once, depending on the materials/budget needed.
- Everyone must contribute an equal amount to ensure fairness for all.
- Each person who contributed will have their name listed.
- To ensure full transparency, we will disclose the data we gathered and provide evidence whenever possible.

[Committee Process]
- Contributions are collected by the treasury subteam, and contributors are listed.
- The treasury subteam would hold to the budget.
- The auditing subteam would receive the budget and purchase the necessary materials. Reimbursement is to follow if they did not receive the budget.
- A report, preferably posted in the group chat, would be shared about the materials purchased.

● Possible Sponsors
1. Engineering Student Council: Students' Rights and Welfare Committee (STRAW)
2. Guidance Councilor: Ms. Loraine M. Lim, MA, RCC

Having no other matters to be discussed, the meeting was adjourned at 6:03 p.m.

Prepared by:

Bulawan, Leonard Joshua N.
Group 1 Secretary

Concurred by:

Assoc. Prof. Ma. Corazon S. Sauz, Ph.D
PURPCOM Course Facilitator