Date: Friday, March 7, 2025

Time Start: 3:20 PM

Time Ended: 4:54 PM

Held: It Lab C

Present: 17

**Agenda:**

1. Drafting the new officers & dev teams
2. Structuring processes & forms
3. Discussing project progress & future goals

**Decision Points:**

1. The new OIC was appointed by John Stephen Malarejes, the former OIC of the organization. He appointed Paul Jr. Salarda as the new OIC, and the decision was unanimously approved. The appointment is effective immediately.
2. The secretary was appointed by Sir Max Angelo Perin. He appointed Kathleen C. Gonzaga as the secretary and Rhea Jean Lagare for assistant Secretary.

New OIC (Officer-in-Charge) – Paul Jr. E. Salarda

Secretary- Kathleen C. Gonzaga

Assistant Secretary- Rhea Jean A. Lagare

1. OIC will be the one who lead, create the repository and can also evaluate, which can also be included in extension activities.

OIC (Officer-in-Charge) roles based on their respective domains:

Desktop Head- Christian Adlaon

Web Head- Jeany Babe Pailanan

Mobile Head- Eden Pearl Cutora

Embedded Head- Mark Ryan Balatero

Head Designer- Jan Niño Turan and Emmanuel Bitancor

Backend/ Database- Paul Jr. Salarda, Jeany Babe Pailanan, and Sir Max Angelo Perin

1. QA (Software Tester)

Project Director

Sir Darrel Cardaña

Sir Max Angelo Perin

John Stephen Malarejes

Marco Mercado

4th Year Students

Aspirants

Documentors

1. Programming Competing Coordinators (For Aspirants)

Brian Sagliba

Sunshine Duran

Kathleen C. Gonzaga

Full pledge for Junior Dev: (1st Year and 2nd Year)

Full pledge for Senior Dev: (3rd Year and 4th Year)

**Processes:**

Commitment Letter

Minutes

Appointment Form

Evaluation For Full pledge (evaluation form can be used in QA)

Request Letter (For those who want to have a system developed)

**Priority Projects:**

The priority projects mentioned include the scheduling system and the SCUAA pointing system, which is a desktop application.

Prepared by:

**KATHLEEN C. GONZAGA**

Secretary

Noted by:

**PAUL JR. SALARDA**

OIC-Full Stack Masters

Approved by:

**MAX ANGELO D. PERIN, MSCS**

Adviser, Full Stack Masters

**DARREL A. CARDANA, MIS**

Co-Adviser/Consultant, Full Stack Masters

**CECILIA GUMANOY**

Adviser, Computing Society