



Polytechnic University of the Philippines - Santa Rosa Campus
Bachelor of Science in Information Technology
3-1

Group 8 Meeting 03 Minutes of the Meeting

Date: 28 April 2025, MONDAY

Time: 6:10 PM – 6:18 PM

Location: Virtual via Microsoft Teams

I. Call to Order

The meeting was called to order at 6:00 PM, presided over by Project Manager Lea Mae Batchain.

II. Attendance

Present:

- **AÑONUEVO, David James**
Business Analyst
- **BATCHAIN, LEA MAE**
Project Manager
- **LACSA, Fara Katrina**
Developer
- **MELGAR, Felix Angelo**
Quality Assurance

III. Meeting Objectives:

- Discuss the required deliverables for Sprint 2 and allocate the workload accordingly among team members.
- Ensure the continuation and finalization of System Flow Diagram (SFD)
- Review and clarify Test Cases and QA Test Logs deliverables for the development of Sprint 1 functions of the module.

IV. What's Not Going Well:

- Pending FSD updates on remaining sections that need to be finished.
- Delay in Sprint 1 document viewing functionality.
- Delay Test Logs and Test Cases.



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V. What Went Well:

- Finished Formulating the Diagrams needed for FSD.
- Initial start of the development in the assigned module.
- Each team member actively participates in doing their respective tasks.
- Near completion of the FSD.

VI. What To Do This Week:

- Create View documents (PDF or image) functionality.
- Add/view comments on document submissions functionality.
- Threaded or timestamped comments functionality.
- Test Cases, Test Logs, and Bug Report.
- Completion of the remaining sections in FSD.

Prepared by:


Añonuevo, David James
Business Analyst