

**Data Center Minutes****Minutes of the Meeting****21 March 2023****I. Attendance**

Lawrence Agulto    Lemar Bill Micayas

**II. Quorum and Call to Order**

The meeting was called to order and presided by Lawrence Agulto at 08:30 am.

**III. Reading and Approval of Minutes****IV. Updates from Previous Minutes**

<b>Points of Discussion</b>	<b>Person Responsible</b>	<b>Status</b>	<b>Due Date</b>
Testing and verification of done items	Lemar Bill Micayas	Done	03/17/23
Re-sending of preventive maintenance of HO schedule.	Lemar Bill Micayas	Done	03/22/23
Meeting with JIC,ASCADIZ,MMAGATON about I.T. Equipment Recommendation	Lemar Bill Micayas	Done	03/15/23
Loan Smart Stress Test	Lemar Bill Micayas	Done	03/16/23
Testing and verification of done items	Lawrence Agulto	Done	03/17/23
Preparation of import template for a continuation of parallel run	Lawrence Agulto	Done	03/14/23
Meeting with JIC,ASCADIZ,MMAGATON about I.T. Equipment Recommendation	Lawrence Agulto	Done	03/15/23
Loan Smart Stress Test	Lawrence Agulto	Done	03/16/23

**V. Business for the Day**

Agenda	Points of Discussion	Person Responsible	Status	Due Date	New Due Date
Objective	Finish development of PR module via EIS.	Lemar Bill Micayas	On-Going	03/20/23	03/21/23
Objective	Assist on installation of cctv pampanga	Lemar Bill Micayas	On-Going	03/24/23	
Objective	Revision of recommendation for IT equipment purchase.	Lemar Bill Micayas	On-Going	03/20/23	
Objective	Creation of memo for data request procedure and usage of Chat GPT.	Lemar Bill Micayas	On-Going	03/21/23	
Objective	Conduct a webinar on the use of Chat GPT.	Lemar Bill Micayas	On-Going	03/23/23	
Objective	Assist with the user training of Sales, CI and Loan Operations department.	Lemar Bill Micayas	On-Going	03/25/23	
Objective	Monitoring of the parallel run.	Lawrence Agulto	On-Going	Daily	
Objective	Sending of raw data to Ms. Anna for the revision of the import template for Go-Live.	Lawrence Agulto	On-Going	Daily	
Objective	Assist with the user training of Collections and Loan Operations department.	Lawrence Agulto	On-Going	03/24/23	
Objective	Assist with the user training of Sales, CI and Loan Operations department.	Lawrence Agulto	On-Going	03/25/23	
Objective	Meeting with Winterhawk.	Lawrence Agulto	On-Going	03/20/23	

#### VI. Memos, Policies & Procedures

- Hradiom2023 ref. no.0060 performance improvement plan(pip) cascade
- Hradiom2023 0059 covid-19 advisory; relaxed health & safety protocols

**VII. Other Matters/Cascading**

- Malasakit
- Re-iteration of "when in doubt ask first"

**VIII. Summary**

Main points summarized by Lawrence Agulto

**IX. Adjournment**

The meeting was adjourned at 09:00 am.

Prepared By:

Noted By:

Lawrence Agulto  
Data Center Staff

Lawrence Agulto  
Data Center Staff