INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT
MINUTES OF THE MEETING

DATE: _____January 14, 2024_____

TIME START: _____1:30PM_____ TIME END: _____2:00PM_____

ATTENDEES: Ms. Jona Yapchiongco

Ms. Marie Ana Alvarez

Ms. Shella Gozum

Ms. Joana Barrinuevo

Ms. Martha Ysabelle Gonzales

Ms. Nadine Amular

Michael Gian Tiqui

AGENDA	RESOLUTION/OUTCOME/DELIVERABLE
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Meeting starts	Participants introduction
WMC Intranet features presentation	Discussion on user authorization for QM and HR users inside the portal. Clarification on posting memos and uploading them inside the application.
New landing page presentation	Demonstration of the new landing page layout and functionality
New login page presentation and demo	Live demo of the new login page functionality
New landing page after login presentation and demo	Explanation of post-login user experience with the updated landing page
Search post demo	Demonstration of the search functionality for posts
Post options demo	Explanation and walkthrough of different post options
Post presentation and demo	Detailed demonstration of post creation and interaction
User Reads Monitoring	HR and QM users will be able to see employees with

	incomplete reads
QM Folder Presentation	Presentation of folder selection feature for HR and QM users
Different users interaction presentation	Demonstration of posting, commenting, and replying functionalities for different user roles
Post visibilities	Explanation of who can view posts based on department and employee level
Post history presentation	Walkthrough of the post history feature
Discussion and Summary	User Authorization: Discussion focused on what QM and HR users are authorized to do inside the portal once logged in.
	Posting Memos: Attendees inquired about the process of posting memos and uploading them inside the application.
	- Each of the buttons in the post modal was discussed.
	- It revolved around what users can view based on their department and employee level.
	- Private memos will only be seen by the employees selected by the post creator.
	User Reads Monitoring: HR and QM users will be able to see employees with incomplete reads.
	Commenting System: Comments and replies notify the post creator and the commenter in the post.
	Quality Management Posts: The posts of the QM should not notify users.
	Implemented Features:
	- HR and QM users can now select which folder they want a post to be included in.
	- Folder-like feature added as per request by Ms. Arlene.
	- Forgot Password feature implemented.
	- Post modal now has a button to control whether a post should notify users or not.
Additional features and web app requests	Request for calendar of activities: When pressing a date, all posts or activities can be viewed.

	Request for job vacancy section: Job vacancy posts should be seen by anyone.
	Request for manpower request feature.
	Request for every PR to be done in a paperless manner.
Decision and Action	Calendar of activities feature implementation - Responsible: Michael Gian Tiqui, Deadline: TBD after ManCom approved projects.
	Job Vacancy implementation - Responsible: Michael Gian Tiqui, Deadline: TBD after ManCom approved projects.
	Manpower request feature - Responsible: Michael Gian Tiqui, Deadline: TBD after ManCom approved projects.
Upcoming meeting	Additional features will be added in the next version (future enhancement).
Adjournment	Meeting officially ends.

Prepared by: Ms. Jona Yapchiongco   Noted by: Ms. Marie Ana Alvarez