Meeting Location: APC Library

Meeting Date: 02-19-15

Start Time: 1:45

End Time: 2:50

Team Members Present: Bernard Topacio

Mark Rianzares

Paolo Lansigan

Meeting Minutes:

1. Topics Discussed:  
 ​-Client meeting refresher.

    -System start up.

2. Items Agreed Upon:  
  -Log in for all user.

-receive and surrender buttons.

-Interface for the head of HR to track all documents receive by HR.

3. Items to be clarified:

     ​-What are the different type of Employee in HR.

-If we will make a front end registration for new employees of leave it as a back end for database administrators.

-The whole client Scope and limitation

4. Next Things to Do:

    -Implement the 3 modules to the system

5. Conclusion:

-We can now start making the system although it was change from “BIR leave credits” to “BIR docu tracker” system name not final.

-We will start with 3 basic modules which are:

-Log in

-Receive and surrender buttons

-Monitoring Interface

-Client will send the full list of scope and limitation for the system but it will be send in about a week or so.