



CEBU INSTITUTE OF TECHNOLOGY
UNIVERSITY

IT317-G7 PROJECT PROPOSAL

MINUTES OF THE MEETING

Proponents:

Florence Migallos – Product Owner

Josh Nuevas – Business Analyst

Martin Ugang – Scrum Master

Date: November 26, 2025

Meeting Information

Date: **Novemvber 24, 2025**

Location / Platform: **Google Meet**

Meeting Called by: **Martin Ugang**

Facilitator: **Migallos, Florence**

Note Taker: **Francis Kyle Mahinay**

Attendees:

- **Florence R. Migallos**
- **John Joshua Menez**
- **Josh Nuevas**
- **Martin Ugang**
- **Nicco Maldo**
- **Francis Kyle Mahinay**

Absentees: None

Agenda

1. Discuss required system changes
2. Review impact on current sprint
3. Assign action items

Discussion

- **Key Point 1:** The team agreed to add a file upload requirement during Admin Moderation/Verification, allowing admins to review documents before approving organization accounts.
- **Key Point 2:** The “All Categories” dropdown on the student home page will be removed to simplify the interface and reduce unnecessary filtering options.
- **Key Point 3:** The “Submitted.” label in the student application view will be removed, as it is now redundant with the application status display.
- **Key Point 3:** A logout issue affecting the organization area on Render (deployed environment) was identified and will be fixed to ensure proper session handling.

Action Items

1. Task: Implement file upload feature for Admin Moderation

Responsible: **Francis Kyle Mahinay**

Due Date: November 28, 2025

2. Task: Remove “All Categories” dropdown on student home page

Responsible: **John Joshua Menez**

Due Date: November 28, 2025

3. Task: Fix logout issue in organization section (Render deploy)

Responsible: **Nicco Maldo**

Due Date: November 26, 2025

Decisions Made

- **Decision 1:** All UI cleanup items (dropdown removal & label removal) will be included in the current refinement cycle.
- **Decision 2:** The file upload requirement will be part of the next sprint to avoid disrupting ongoing features.
- **Decision 3:** Logout fix will be prioritized due to usability impact.

Next Meeting

Date: **December 4, 2025**

Time: **9:00pm – 10:00pm**

Location / Platform: **GoogleMeet**

