



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 25, 2025

Meeting Information

Date: **November 17, 2025**

Location / Platform: **Google Meet**

Meeting Called by: **Migallos, Florence**

Facilitator: **Migallos, Florence**

Note Taker: **John Joshua Menez**

Attendees:

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

Absentees: None

Agenda

1. Present Sprint 2 & Sprint 3 progress
2. Discuss blockers and issues encountered during development
3. Identify next steps for upcoming sprint

Discussion

- **Key Point 1:** Sprint 2 was fully completed, and Sprint 3 achieved most core features, including opportunity posting and the application management system.
- **Key Point 2:** Minor issues occurred such as an exposed .env file, field mapping errors, and delays caused by limited coordination and recent typhoon disruptions.
- **Key Point 3:** The team emphasized improving communication and ensuring alignment on tools, updates, and implementation moving forward.

Action Items

1. Task: Enforce regular check-ins and daily status updates

Responsible: **Martin Ugang**

Due Date: November 20, 2025

2. Task: Finalize communication guidelines to prevent alignment issues

Responsible: **Florence R. Migallos**

Due Date: November 19, 2025

3. Task: Prepare UI/UX polishing tasks for next sprint

Responsible: **John Joshua Menez**

Due Date: November 23, 2025

Decisions Made

- **Decision 1:** The team will adopt more structured communication protocols and require developers to report progress consistently throughout the sprint.
- **Decision 2:** Future sprint scopes must be approved by the entire team before development to avoid discrepancies in implementation.

Next Meeting

Date: **November 24, 2025**

Time: **9:00 PM – 10:00 PM**

Location / Platform: Google Meet

