**From:**ailajean@leentechsystems.com <ailajean@leentechsystems.com>  
**Sent:**Monday, September 07, 2020 11:34 AM  
**To:**'Richard F. Prodigalidad' <richard@leentechsystems.com>; 'Roderick Perez' <derick@leentechsystems.com>; 'Khristine Tamayo' <khristine@leentechsystems.com>  
**Cc:**'ronron@leentechsystems.com' <ronron@leentechsystems.com>; 'sean@leentechsystems.com' <sean@leentechsystems.com>; 'alexander@leentechsystems.com' <alexander@leentechsystems.com>  
**Subject:**RE: Minutes of Meeting \_ 09.04.2020\_P.3 - PCCI  
**Importance:**High

**MINUTES OF MEETING**

Date: September 04, 2020

Time of Meeting: 9:15 AM started

Location: Cent OS

* **Part\_3**

**Attendees:**  
RFP

DCP

Khristine Tamayo  
Alexander de Mesa  
Ronron Asistores  
Sean Bautista  
Aila Morales

**RFP**discusses about PCCI Project and plotted the following schedules:

**PCCI – October 8, 2020**

Please see table below for reference of assigned tasks given:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Person-in-charge** | **September 7 - 11** | **Person-in-charge** | **September 14 - 18** | **Person-in-charge** | **September 21 - 25** | **Person-in-charge** | **September 28 - October 02** |
|  | **M-T-W-Th-F** | **M-T-W-Th-F** | **M-T-W-Th-F** |  |
| 1 | **Marlou c/o Ron** | Documentation/ User Manual / Basics | **Admin/Production** | September 18 Payment gateway requirements Completion | **Production** | QA Payment Gateway PCCI E-commerce | **TEAM LNS** | BETA Launching of PCCI E-commerce |
| 2 | **Ron** | September 8 - on-boarding of clients | **MARLOU** | Trainings on XPOST |  |  |  |  |
| 3 | **MARLOU** | Logistics (XPOST) Registration |  | Outsourcing of Photographers |  |  |  |  |
| 4 | **MARLOU** | MERCHANT TERMS Documentation |  |  |  |  |  |  |
| 5 | **MARLOU** | Terms and Conditons |  |  |  |  |  |  |
| 6 | **DCP** | Create a 1-2pager PDF template **(project status report)** |  |  |  |  |  |  |
| 7 |  | Photo upload training or outsourcing of photographer if needed |  | Photo upload training or outsourcing of photographer if needed |  |  |  |  |
| 8 |  | VIDEO Training how to do product photshoot |  | VIDEO Training how to do product photshoot |  |  |  |  |
| 9 |  | Promotion of DM (PCCI) |  | Promotion of DM (PCCI) |  |  |  |  |
| 10 |  | Preparation of 4-6 Banners |  |  |  |  |  |  |
| 11 |  | LNS - video promotion (Launching) PCCI, Tourism |  |  |  |  |  |  |

**WHAT: Launch Business EXPO  
WHEN: October 7-8, 2020**

**Wear: Formal attire**

**Attendees: RFP, Sean, Ronron, DCP(for confirmation)**

Meeting adjourned at 11: 00 AM

Mr. Richard F. Prodigalidad \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ms. Khristine Tamayo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roderick C. Perez\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Aila Morales \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ronron Asistores \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sean Bautista\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alexander de Mesa\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**From:** [ailajean@leentechsystems.com](mailto:ailajean@leentechsystems.com) <[ailajean@leentechsystems.com](mailto:ailajean@leentechsystems.com)>   
**Sent:** Monday, September 07, 2020 10:46 AM  
**To:** 'Richard F. Prodigalidad' <[richard@leentechsystems.com](mailto:richard@leentechsystems.com)>; 'Khristine Tamayo' <[khristine@leentechsystems.com](mailto:khristine@leentechsystems.com)>; 'Roderick Perez' <[derick@leentechsystems.com](mailto:derick@leentechsystems.com)>; 'kelvier@webworx.asia' <[kelvier@webworx.asia](mailto:kelvier@webworx.asia)>; 'Lalaine Ardina' <[lalaine@dhq.com.ph](mailto:lalaine@dhq.com.ph)>  
**Cc:** 'janross.villanueva@leentechsystems.com' <[janross.villanueva@leentechsystems.com](mailto:janross.villanueva@leentechsystems.com)>; 'benson@leentechsystems.com' <[benson@leentechsystems.com](mailto:benson@leentechsystems.com)>; 'ronron@leentechsystems.com' <[ronron@leentechsystems.com](mailto:ronron@leentechsystems.com)>; 'rhaldnie@leentechsystems.com' <[rhaldnie@leentechsystems.com](mailto:rhaldnie@leentechsystems.com)>; 'sean@leentechsystems.com' <[sean@leentechsystems.com](mailto:sean@leentechsystems.com)>; 'ronald.comendador@leentechsystems.com' <[ronald.comendador@leentechsystems.com](mailto:ronald.comendador@leentechsystems.com)>; 'kristinajoy@leentechsystems.com' <[kristinajoy@leentechsystems.com](mailto:kristinajoy@leentechsystems.com)>

**MINUTES OF MEETING**

Date: September 04, 2020

Time of Meeting: 9:15 AM started

Location: Cent OS

**Attendees:**  
RFP (President / CEO)

DCP (VP for Technology)

Khristine Tamayo (Operations Head / OIC)  
Aila Morales (Accounts Receivable Specialist)

**Part\_1**

* **RFP** discusses about Basecamp as a project management tool to be used and must be implemented for the month of September.

Please see table below for reference of assigned tasks given:

* **BASECAMP** (Project Management Tool)

GOAL: Activate Basecamp This MONTH SEPTEMBER as part of BUSINESS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **SEPTEMBER** | | | | |
|  | **Person-in-charge** | **SEPTEMBER 7-11** | **Person-in-charge** | **SEPTEMBER 14-18** | **Person-in-charge** | **SEPTEMBER 21-25** |
|  |  | **M-T-W-Th-F** |  | **M-T-W-Th-F** |  | **M-T-W-Th-F** |
| 1 | **Ms. Lalaine** | Transfer of Basecamp Account from DHQ to LNS | **DCP , Khistine, Benzon, Marlou** | Must know how  to use basecamp | **Admin and production** | Must know how  to use basecamp |
| 2 | **DCP** | LMS Content Upload re:  Basecamp Trainings | **Team LNS** | Session :  Friday (Sept. 18) | **Marlou** | User Manual:  Using gitbook and  basecamp itself |
| 3 | **Team Leaders** | Outline: Mobile, System,  Ecommerce, QA, Maintenance  (App and Mobile) | **Admin and Team** | All Projects are  to be encoded basecamp | **Team LNS** | Launch :  Informing clients that we will be using basecamp |
| 4 | **Jan Ross** | Know how to use basecamp (goal=one process) | **Team LNS** | Implementation of Basecamp | **Team LNS** | Implementation  of Basecamp |
| 5 | **Kelvier and Lalaine** | Will be an ambassador  for Basecamp |  |  |  |  |
| 6 | **Admin and Team** | Encoding of clients  to Basecamp |  |  |  |  |

**OUTLINE:**

|  |  |
| --- | --- |
| Mobile | Rhaldnie |
| System | Ronald |
| E-commerce | Ron, Sean |
| QA | Kris |
| Maintenance | LNS ADMIN |

|  |
| --- |
| GOALS: |
| Reporting will be more organized |
| Work from home can now become more efficient |
| Reporting to Discussion set-up |