

APPENDIX

C

MEETING MINUTES

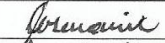
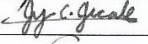




COMPUTER ENGINEERING MINUTES OF THE MEETING

Date: January 24, 2018 (Wednesday)
Venue: Faculty Room (4th floor)

Time Start: 12:30 AM
Time End: 1:30 PM

Attendees:

Alejandro, Rosemarie	
Gecale, Gerald Matthew	
Manongsong, Shella Mae S.	
Marinda, Hamill John	

Agenda:

- Definitions of student advising module
- The type of advising system for development
- Specification of the advising system
- Flow needed in the system
- People involved and their level of access to the system

Discussions:

- **Definitions of Student Advising Module**
 - The advising module is not limited to pre-registration and student advising.
 - This module is a web based wherein students and faculties can communicate for academic and curricular purposes.
- **The type of advising system for development**
 - Advising system wherein faculty and program head will help tract students' progress by means of intranet communication
- **Flow needed in the system**
 - Faculty will refer students to other faculty for assessment to address their concerns.
 - All the records can be traced by the Program Director (PD) and Executive Director (XD).
 - PD and XD can access all the students and the faculties' data or records.
 - The case should be closed chronologically, like a tickèting system.
 - A graph is not needed





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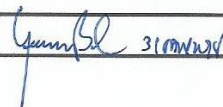
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- will give the file containing the list of enrollees with their ID number, course... typical information like full name, middle initial, and email address.
 - the password will be emailed to the student's email address when their account is created.
 - create an opening message when sending an email regarding the password of their account.
 - create a default email or invite for the password
 - the PD will import the list of students
 - the admin is only responsible of the functionality of the modules but nothing to do with the users
 - the admin is responsible on creating the accounts of the upper hierarchy such as XD, PD, faculty etc. but the students' accounts are under the PD
 - add self-registration/sign up for the late enrollees or transferees. And faculty can also sign up.
 - the admin cannot activate/deactivate an account, but the PD can.
 - One of the assumptions is that the system should be intelligent enough to know redundant entries.
 - if the new set of students for the next term is imported, the system should know if the certain id number is registered. Because if it is overwritten the cases created for that student might be "*matabunan*"
 - avoid errors
 - the difference of academic and curriculum should be evident to the design of its module.
 - add others to the sub-category
 - upload the subjects every term and include this function to
 - uploading of list of subjects is batch importing to save time and effort.
 - the master's list will be given. So, we can see the size, who's the faculty, etc.
 - the users every term will be updated only.
 - provide a template of excel file for import.



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- A report or file showing the list of faculty, students, and number of created & closed cases will be generated in a trimester or school year basis.
- This file can be converted into PDF format.
- All addressed cases within each term will be consolidated and will serve as a module to be used for future reference and guide for improvement.
 - o Based on the gathered students' weaknesses, the school will be able to provide a more scientific way of reviewing the curriculum.
 - o This encourages the early intervention of issues, helping the students in catching up with their lessons.
 - o This serves as aide for students to successfully finish their respective courses.
- ***People involved and their level of access to the system***
 - Administrator: Creates the account and edits the access of the users and the information
 - Executive Director: Views the activities
 - Program Director: Views the activities and for override, he will be the one who will close the case
 - Faculty: Views the list of students he endorsed and reported, views students' progress and views the faculty he referred to students
 - Students: View the faculty, requirements and progress
 - Adviser: Concerned more on curricular: program standing and project mentoring

Adviser:

Engr. Stanley Glenn Brucal	 31 MAR 2014
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COMPUTER ENGINEERING MINUTES OF THE MEETING

Date: April 12, 2018 (Thursday)

Time Start: 5:30 PM

Venue: Faculty Room (4th floor)

Time End: 6:00 PM

Attendees:

Alejandro, Rosemarie	<i>Rosemarie</i>
Gecale, Gerald Matthew C.	<i>G. C. Gecale</i>
Manongsong, Shella Mae S.	<i>Shella</i>
Marinda, Hamill John	<i>John</i>

Agenda:

- **DFD Consultation**

Discussions:

- **DFD Consultation**
 - There's no role in the DFD
 - How will the system know if the user is student, faculty, executive director or program director.
 - Role is data that should be included in DFD
 - Add the role to the user info
 - Add an attribute that lookups to the database of user info
 - Identify the information need in logging in
 - There are missing links
 - put another field for the roles of the user
 - If you exploded level 2, level 2 only.
 - To check if the data flow is correct, count the arrows entering and exits the process.
 - we asked for the subjects available per term

Chairman:

Engr. Sergio Peruda, Jr.	<i>[Signature]</i>
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Prepared by:

Rosemarie L. Alejandro	<i>Rosemarie</i>
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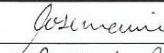
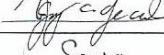
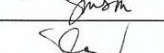

Date: April 12, 2018 (Thursday)

Time Start: 12:30 PM

Venue: Faculty Room (4th floor)

Time End: 1:00 PM

Attendees:

Alejandro, Rosemarie L.	
Gecale, Gerald Matthew C.	
Manongsong, Shella Mae S.	
Marinda, Hamill John O.	

Agenda:

1. Reports
2. Registration of users
3. Reminder for the next time we submit the compliance form

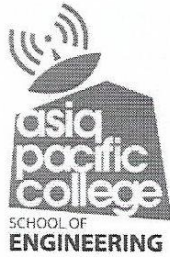
Discussions:

1. Reports

- set a time span for automatic closing of case
- consider closing a case via withdrawal, inactive, suspension of a session
- for status, *pwedeng* withdrawn, close case, default close which is the process called killing a case.
- change the user id to name of the user in the history of notes in reports.
- add the user who initiated the case.
- add the person who closed the case
- add the date created and date closed of the case.
- provide list of reports
- indicate the page of the reports

2. Registration of user

- in registration, the XD will import a file with the list of the student and the system will automatically create the student's account and their password will be emailed to APC mail and can be changed by the student.



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3. Reminder for the next time we submit the compliance form

- next checking: indicate under remarks what particular page that Sir can see those compliances
- all written in the remarks must be evident to the docu.
- the docu can be checked in soft copy

Engr. Stanley Glenn Brucal	
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Prepared by:

Rosemarie L. Alejandro	<i>Rosemarie</i>
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COMPUTER ENGINEERING MINUTES OF THE MEETING

Date: April 26, 2018 (Thursday)

Time Start: 1:30 PM

Venue: Room 805

Time End: 2:00 PM

Attendees:

Alejandro, Rosemarie	<i>Rosemarie</i>
Gecale, Gerald Matthew C.	<i>G. C. Gecale</i>
Manongsong, Shella Mae S.	<i>Shella</i>
Marinda, Hamill John	<i>Hamill</i>

Agenda:

- **DFD Consultation**
- **ERD Consultation**

Discussions:

- **DFD Consultation**
 - Renaming figures in the DFD with an incorrect naming scheme.
 - Separation of the two parts of the Lvl1 DFD (Login Page, and User Page).
 - Omitting of redundant Lvl2 DFDs (Student, Faculty, Adviser, Admin).
- **ERD Consultation**
 - Properly connecting tables in the ERD.
 - Graphical User Interface of the Import Module's preview table is reviewed and excel format was recommended.

Chairman:

Engr. Sergio Peruda, Jr.	
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Prepared by:

Gerald Matthew C. Gecale	<i>G. C. Gecale</i>
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