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The Role of ICT in Management of Meeting Minutes at Politeknik Enjinering Indorama

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***Abstrak* – Meetings are routine activities at Politeknik Engineering Indorama such as management meetings, senate meetings, committee meetings, and some other meetings. One of the important things about a meeting is minutes of meeting because minutes of a meeting are written evidence that the meeting was held and the result can be used as a reference in making policies at Politeknik Engineering Indorama. The method of writing and documenting of minutes meeting will not be effective and efficient if we still use the manual method, because in the future it will be difficult to find the result and documentation of the meeting if needed. Because of this, in managing minutes meeting and documenting it is necessary to use an information system in order for the process of documenting and searching more effectively and efficiently. Hence, in this research, we will design and build a minute meeting management system to simplify the process of documenting and searching.**

***Keyword* – Meeting Archive, Information System, Meeting Minutes, Meeting Management**

I. INTRODUCTION

Meetings are routine activities that are often carried out at the Politeknik Enjinering Indorama such as management meetings, senate meetings, committee meetings, or any other meetings. One of the most important things in a meeting is the minutes of the meeting results because the minutes of the meeting are written evidence that the meeting has been held, besides that the results of the meeting can be used as a reference in taking further policies [1]. The method of documenting the results of the meeting will be quite troublesome if the processing is still using manual because the documents of the meeting results will be easily scattered and difficult to find if needed [2] [3][5][6]. In addition, the manual method of the writing minutes of meetings using paper can waste more paper, so the paper consumption will be wasteful [4].

Because of these problems, an information system is needed to manage the minutes of the meeting which will greatly assist the institution in filing the results of the meeting and can save paper. In this case, the Management Information System for Meeting Minutes is made to facilitate the management of minutes and records of the meeting and to support institutional efforts in saving paper usage. This system was built using web technology (apache, html, css, php, sql) so that it can be opened from any computer connected to the network.

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II. METHOD

The stages of development in this system are as shown in Figure 1.

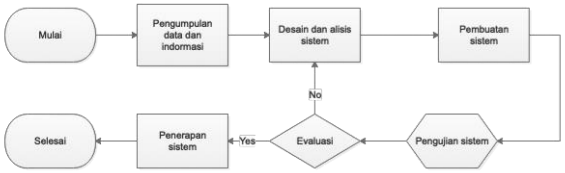

Figure 1. Stage of Development

2.1. Collecting Data and Information

The initial process of system development is the collection of data and information on the Politeknik Enjinering Indorama relating to the existing method of minutes of the meeting.

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2.3. Design and Analysis System

After the data collection process is completed, the next step is to analyze the requirements needed from the data collected in the data collection phase. System requirements will be seen in this analysis process so that the system to be built can be used according to user needs. Then after the analysis process is finished, the next process is designing the system that will be created. In this phase, the author will design the system design, database design, and user interface design.

2.4. Build System

At this phase, all system requirements that have been analyzed and designed will be implemented into a system by the plan. This phase is the core phase of the process of building a system.

2.5. System Testing

System testing is to verify whether the system is running as expected or not. If in the process of testing this system there are still processes or functions that are not appropriate yet the process will be returned to the system

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design and analysis stage and so on until the system can run as it should.

2.6. Implementation System

The implementation of this system is the last phase, the phase where the system is ready to be implemented and used by the user. At this phase, we need to configure the system to be implemented in the environment system of Politenik Enjinering Indorama.

III. RESULT AND DISCUSSION

The meeting minutes management information system that was built has several menus and features, such as: menus to add minutes of meetings, see the results of minutes, and user management. And the features that have created are writing minutes meetings, uploading attendance meetings, and uploading documents related to the meeting. Before opening the main page, the user will ask to enter the user and password on the login page like Figure 2.

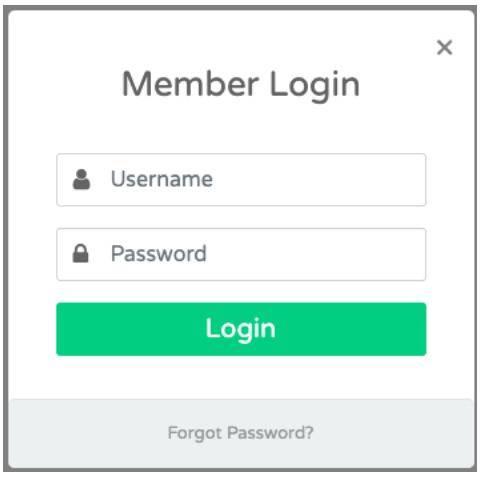

Figure 2. Login Form

On this page the user will be asked to enter a username and password, if the username and password entered correctly then the user will be delivered to the meeting archive list page. The meeting archive page is as shown in Figure 3.

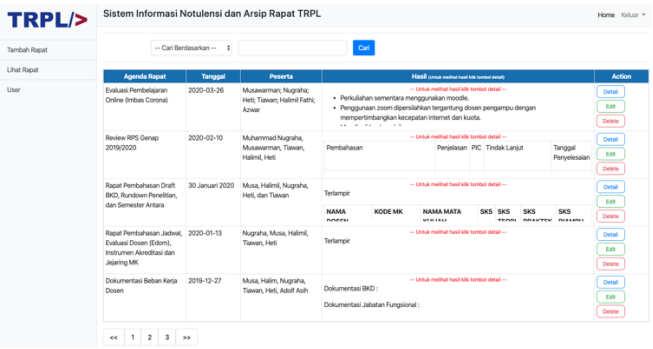

Figure 3. Archive Minutes Meeting Pages

In this archive page, there is some information about the meeting, including the meeting agenda fields that have been held, the date of the meeting, meeting participants, and meeting results. On that page, there is also a filter for searching where users can search data by several categories, including the user can search for data based on the meeting agenda title, based on the date of the meeting, based on meeting participants, based on meeting results, and based on the meeting place. For example, if we want to find meeting data about accreditation, then in the search filter we select search based on the agenda of the meeting and enter the keyword accreditation on search filed, then when we click the search button the results will display the meeting agenda list about accreditation. In this meeting archive, we can also see the details of the results of the meeting which we can then print for specific needs as shown in Figure 4.

Fugure 4. Detail Page of Minutes Meeting

The contents of the menu for input meeting minutes data are as shown in Figure 5.

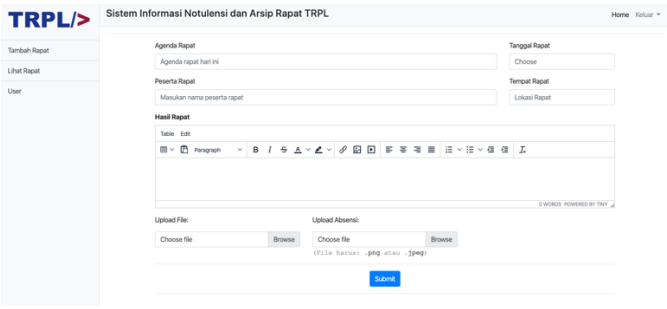

Figure 5. Input Form of Minutes Meeting Page

On this page, there are several inputs, including input for meeting agendas, meeting dates, meeting participants, meeting places, meeting results, and uploading files that need to be archived at the meeting. When the user has finished entering all the data, the meeting data will be saved and can be seen in the menu section to see the results of the meeting.

IV. CONCLUSION

In this study, the author makes a web-based meeting minutes management information system. In this system, there are features for input meeting data such as meeting agenda, meeting dates, meeting participants, meeting locations, meeting content, meeting attendance, and uploading files related to the meeting. Also, another feature in this system is searching meetings data based on categories such as meeting agenda, meeting date, meeting participants, meeting location, or meeting content. The meeting minutes management information system has been successfully implemented and runs as needed.

In this research, there are still many improvements and future developments, including the need for attendance, features using fingerprints, meeting invitations with SMS gateway by meeting participants, the results of meeting minutes that are automatically sent to all participants' emails without opening the meeting system.

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