Information System of Meeting

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Abstract

Article Info	
Received : 26/03/2023 Revised : 05/04/2023 Accepted : 21/04/2023	The intense coordination carried out by the Politala management often results in conflicts with other scheduled or urgent activities. The occurrence of this conflict resulted in the absence of one or several meeting members which resulted in less than the expected meeting results. In addition, in the absence of meeting scheduling, it is not uncommon for participants to be absent due to forgetting. This study aims to develop a mobile-based application to make it easier for the leader or chairman of the activity committee to schedule meeting activities for members. The information on the scheduled meeting can be accessed by the participants who have been designated as invitees. During meeting activities, meeting minutes can take minutes in the application and highlight important points by including the deadline date and addressed to the desired meeting participants so that the target is clear. The progress of activities charged by meeting participants can be seen in real time by the chairman of the meeting to the leadership. This research was conducted using the prototype method and data collection by observation and interview methods to produce an E-Meet application.
Keywords: Application, Mobile, Minutes, Meeting, Realtime	

1. INTRODUCTION

The State of Polytechnic Tanah Laut is a vocational education, which was founded in 2004 and was only realized in 2009. At that time it was called the Tanah Laut Industrial Polytechnic (Politri). The purpose of establishing the Politri is to improve the quality of Human Resources (HR), to deal with the growth of industry in Tanah Laut Regency, which is designated as a special industrial area, mining companies, animal feed companies, oil palm plantations, rubber plantations, drinking water companies, instant noodle companies, particle board, poultry farming companies, and many other medium-sized businesses that require skilled workers.

Until now, the Tanah Laut State Polytechnic is in its 13th year of establishment. Many prestigious achievements have been achieved. Most recently in 2021 Politala won the best SAKIP award for all Polytechnics in Indonesia. Politala's achievements cannot be separated from the good management of higher education institutions by the leaders. In facing the challenges of digitalization which are developing so rapidly, Politala strives to continue to adapt these developments as needed to support Politala's vision "To become a leading and competitive Polytechnic nationally". Digitization has been carried out by Politala in several aspects, including in terms of learning Politala has an information system called SIPADU (Integrated Academic Information System). With this system, lecturers are facilitated in terms of learning preparation to the final output of learning, namely in terms of assessments that can be carried out in one integrated system.

In the satisfaction of using services by students, Politala has an information system called the Politala Questionnaire. With this information system, students can fill in their level of satisfaction online

and the confidentiality of their data is guaranteed. Filling is managed by a quality assurance unit in Politala called P4MP (Center for Learning Development and Quality Assurance). The results of filling in can be seen by the leadership in graphic form as material for evaluation and decision-making or other policies related to Politala development.

In terms of the lecturer's obligation to complete the Lecturer Workload, Politala has an information system called Sister. All Lecturer activities related to Tri Dharma are well recorded in this Sister and will be the final indicator in each semester to assess whether the Lecturer's performance has been fulfilled or not. In carrying out their duties in the field of Tri Dharma and other supporting activities, lecturers must have a clear basis for assignments, as well as for educational staff in Politala.

The achievements that have been obtained and the innovations carried out by Politala cannot be separated from the element of coordination carried out by the leadership and his staff. Coordination is carried out through meetings to produce a formula for realizing a superior Politala. A meeting is a meeting to make decisions on an issue in the form of activities, committees to policies. Meetings as a means to communicate between leaders and staff [1]. The ultimate goal of the meeting is to bring together meeting participants directly for the sake of communication, so that meeting participants can contribute to the conversation so that ideas for solving problems can be conveyed directly [2]. The intense coordination carried out by Politala management often results in clashes with other activities that have been scheduled or are of an urgent nature. The occurrence of this conflict resulted in the absence of one or several meeting members which resulted in less than the expected results of the meeting. Apart from that, in the absence of a meeting scheduling system, it is not uncommon for participants to be absent due to forgetting.

The development of technology in the field of software today can be a Politala solution in conducting application-based meeting administration to facilitate management so as to minimize clashes between meeting activities and record clear minutes. This study aims to develop a mobile-based application to make it easier for leaders or heads of activity committees to schedule meeting activities for members. Scheduled meetings can be accessed by participants who have been designated as invitees. During meeting activities, meeting minutes can take minutes in the application. Minutes can be interpreted as the result of a meeting discussion that has been neatly written [3]. A minute includes title, time, purpose, and discussion [4]. The purpose of recording is in the form of minutes so that certain issues can be read, sent and stored [5]. The minutes can be highlighted on important points by including the deadline date and addressed to the desired meeting participants so that the target becomes clear. The progress of the activities charged by the meeting participants can be seen in real time by the chairman of the meeting to the leadership.

2. METHOD
2.1 Research Design

The research design carried out in this study was to use a prototype model. An example of the Prototype cycle is shown in Figure 1.
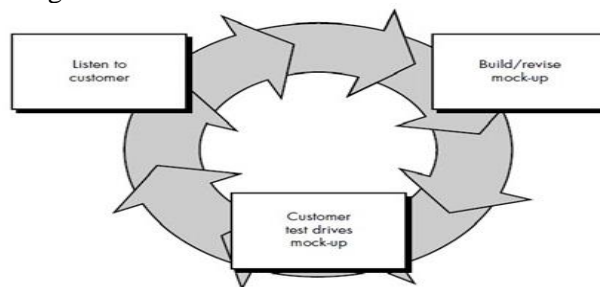

Figure 1. Prototype Model Research Design

The prototype is used as a system development model, where this model can assist the development process because this model can be evaluated and changed according to needs [6]. The prototype model was carried out by observing the case study site in this study, namely Computer Laboratory A, The State of Polytechnic Tanah Laut. Observations were made to obtain data that would be taken to become the object of research and to conduct interviews with the General Affairs and Personnel Department. Then start designing and building the E-Meet system software. After the software is built it is presented to prospective users, if it is in accordance with what is desired then it is finished and if not then it will make improvements and design software development again until the research objectives are achieved.

2.2 Research Stages

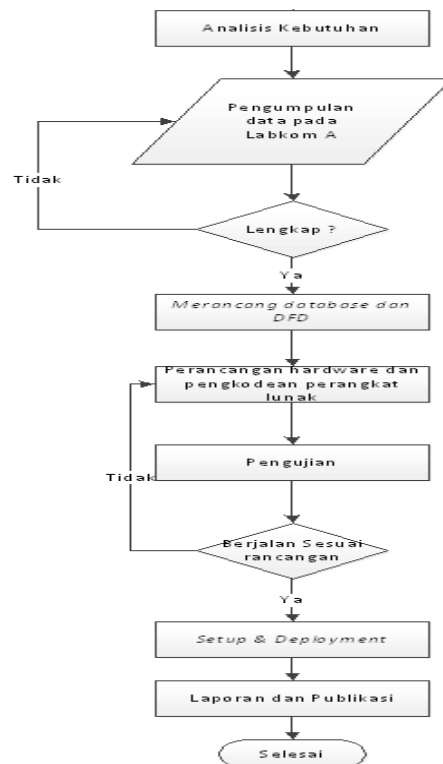The flowchart of the research stages is shown in Figure 2.

Figure 2. Research Flowchart

The research method used in this study includes the following stages.

a. Conducting needs analysis activities required in the development of E-Meet. This activity includes identification of the running system related to meetings and minutes at Politala.
b. Carry out relevant data collection activities related to the development of E-Meet so that the development time becomes effective and efficient.
c. Furthermore, after obtaining complete data, start designing the database and DFD of the E-Meet software. The software built in the form of an application is used to view meeting notifications and minutes.
d. The next stage is testing the E-Meet software, if it is appropriate or successful then it will proceed to the next stage. If it is not appropriate, then return to the design stage and the software coding stage to be repaired until it is successful.

e. Furthermore, software that has been tested and successfully setup and deployed the software so that E-Meet is on an Android smartphone.

f. The last stage is making reports and making papers for publication according to the plans that have been made.

3. RESULTS AND DISCUSSION

The following is a display on the E-Meet application:

1. Login Page

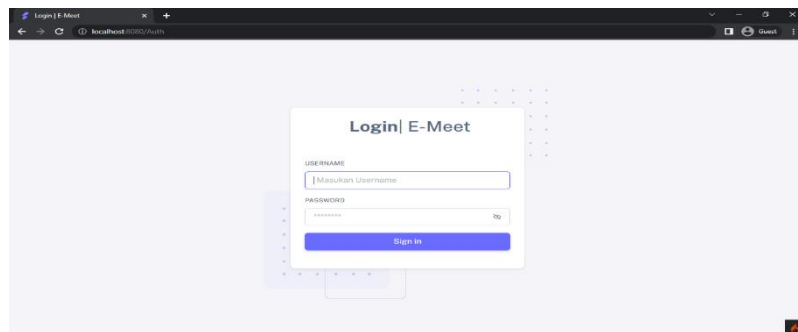An example of the login page menu is shown in Figure 3.

Figure 3. Login Page Display

The image above is an implementation of the login page, where on this page you need to enter your username and password to enter the system. The username and password will be used for the authentication and authorization process so that only users who have access rights to the system can enter.

2. Dashboard Page

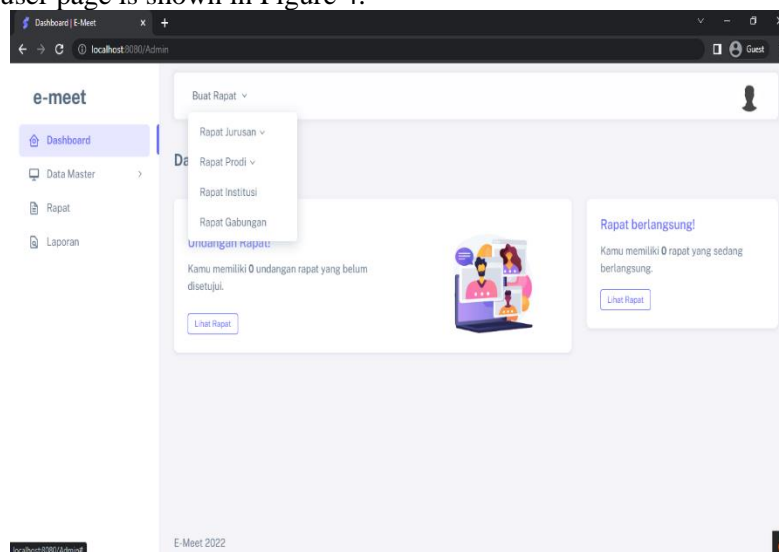An example of a user page is shown in Figure 4.

Figure 4. Dashboard Page Display

The image above is an implementation of the dashboard page. This page will be the initial display when logging into the system. There is information on the number of scheduled meetings and ongoing meetings, and there is a manageable menu on the left.

3. Department Data Page

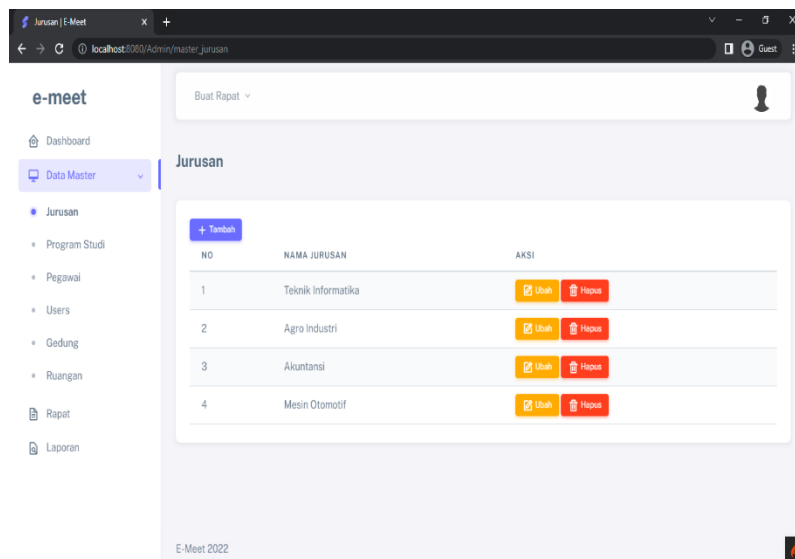An example of a department data page is shown in Figure 5.

Figure 5. Department Data Display

The image above is an implementation of the majors data page. This page will display a table containing major data.

4. Meeting Result Page

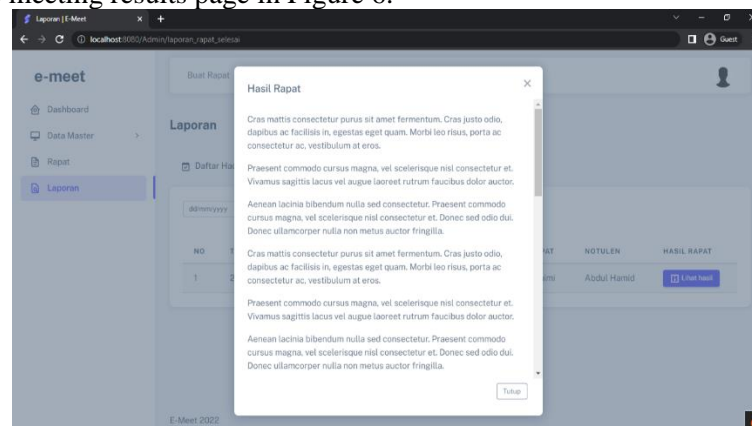An example of the meeting results page in Figure 6.

Figure 6. Meeting Result Display

The image above is an implementation of the meeting notes page. This page will display the notes from the meeting results.

The following are the test results of the E-Meet application using the Black-Box Testing method shown in table 1:

System Features	Expected Result	Test Result
Login	The system enters the dashboard according to access rights	Success
Read dashboard	The system enters the dashboard and displays data information	Success
Manage department data	The system can manage majors data	Success
		Success
Manage study program data	The system can manage study program data	Success
Manage employee data	The system can manage employee data	Success
Manage user data	The system can manage user data	Success
Manage building data	The system can manage building data	Success
Manage room data	The system can manage room data	Success
Manage waiting meeting data	The system can manage waiting meeting data	Success
Manage ongoing meeting data	The system can manage meeting data in progress	Success
Manage meeting data done	The system can manage completed meeting data	Success
Manage rejected meeting data	The system can manage rejected meeting data	Success
Read meeting data details	The system can read meeting data details	Success
Read the Meeting List Report	The system can read the meeting list	Success
Read the Completed Meeting Report	The system can read the meeting is over	Success
Read meeting result data	The system can read the meeting results	Success
Logout	The system returns to the login page	Success

4. CONCLUSIONS

E-Meet research is carried out to provide a strategic impact on the development of science and technology. E-Meet is a mobile-based application that is needed to schedule meetings. Meeting invitations will be given via notifications on the smartphone of each meeting participant and meeting participants can see it and can provide information on whether or not the meeting participants are present at the meeting to be held. In addition, the features that will be presented in the E-Meet application will also immediately send the minutes of the meeting to each participant after the meeting is over. This e-meet is an application innovation to be implemented at The State of Polytechnic Tanah Laut. It is hoped that the E-Meet application can be further developed to improve and maximize the features contained in the system. This application can be developed to add push notifications in the system.

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