

## **ABSTRACT**

Agenda is one assisting tool in organizing all activities to be well conducted as what have been planned. The schedule of activities can be coordinated by making use of agenda. The content of that agenda then can be informed through Short Message Service (SMS) which is the most popular service provided by telecommunication provider and is used to send and receive short message in low tariff. Therefore, in this final assignment, a system of agenda delivery using SMS is designed.

The process is done by putting certain information into the database in a computer as a server. The information then will be automatically sent through a cell phone connected to a computer as SMS gateway on the defined time to the registered members. The information will be received by the members in short message form.

The system is then tested in the sending process of agenda information in requested service from the administrator or the member. The result shows that the system works properly where in 88% of success. In conclusion, this system can assist in delivering important information in an agenda and that information can be received by a mobile member.

Key words: agenda, *Short Message Service*, *mobile*