

## **ABSTRACT**

*The General Administration and Student Affairs Section (BAUK) at the Health Sciences College (STIKES) of the Dr. Soetomo Hospital Foundation still uses conventional methods in managing meeting administration, including recording agendas, attendance lists, and minutes. This approach has several weaknesses, such as being time-consuming, error-prone, and complicating data retrieval. This study aims to develop a web-based meeting management application to automate the administration process at BAUK. The SDLC (Software Development Life Cycle) Prototype method is used in the development of this application, with PHP and MySQL database. System completion modeling uses UML (Unified Modeling Language) which consists of use case diagrams, activity diagrams, class diagrams, and sequence diagrams. System testing is carried out using the Black Box and White Box method approaches. The main features of the application include agenda management, automatic attendance lists, sending invitations using WhatsApp Blast, and digital minutes. The results of this study indicate that a web-based meeting management application can be developed using the SDLC Prototype and UML methods, and has been tested which includes test cases for logging in, logging out, creating passwords, adding meetings, verifying meetings, sending meeting invitations, uploading minutes, and recording attendance. The test results show that the system functions as expected, with validation and functionality running well. Thus, this study can contribute to the development of web-based meeting agenda management applications, notaries and attendance that provide convenience and flexibility, and can help BAUK in managing meetings better.*

*Keywords— meeting management, general administration, prototype, web based application*