

ABSTRACT

Digital transformation in office facility management, particularly meeting rooms, has become an important need for modern companies to enhance efficiency and productivity. PT Indo Trans Teknologi (TransTRACK) faces challenges in its still manual meeting room management system, including scheduling conflicts, lack of transparency, and inefficient record-keeping. To address these issues, a web-based system called InMeet was developed to centralize the booking, monitoring, and management of meeting rooms. The system was built using the Laravel 10 framework and Livewire for a dynamic interface, with Agile Scrum methodology for iterative development. InMeet offers key features such as real-time room booking, schedule filtering, an interactive calendar, and tablet integration to display room status. Implementation at TransTRACK's Bandung office demonstrated significant improvements in meeting room management efficiency, information transparency, and reduction of manual errors. The success of InMeet proves that a web-based digital solution can optimize company resource utilization and support cross-divisional collaboration.

Keywords: Information system, meeting room, optimization, Laravel, Agile Scrum.