Abstract

Meeting is one of the co-ordination of activities which is doing by gathering in a routine or incidental and involve stakeholders such as meetings maker, clerk or a secretary of the meeting, and meeting participants. Meetings maker, secretary, and meeting participants meant here are the head faculty, lecturer, and staff involved directly or indirectly with the scope of activities at the Faculty of Informatics IT Telkom.

During this meeting implementations of the Faculty of Informatics IT Telkom begin from making invitations and writing minutes of meeting is done manually by creating in Microsoft Office Excel that has been in the ISO format, thats ISO 9001:2008 and the minutes of meeting documents was not recorded properly. Many problems that arise, such as the difficulty to know the development of coordination activities has been done and minutes of the meeting documents and invitations scattered in many places. The purpose of developing this application is to facilitating the clerk or the meetings secretary doing her job to making invitations and minutes of the meeting which is integrated in one database that monitored regulary and documents are stored properly

Keyword: minute of meeting, ISO 9001:2008, Faculty of Informatics, IT Telkom