ABSTRAK

Telkom is the STATE-OWNED ENTERPRISES operating in the fields of telecommunications and network services in the territory of Indonesia and therefore subject to the laws and regulations in Indonesia. In the dissemination of information on the Telkom Telecommunications Business Area of South Sulawesi, was carried out by the Secretariat in the group a telegram. The submission of information through meetings ¬ group telegram felt yet effective dissemination of information to schedule meetings, due to the bebepa of the staff of the company Telkom Telecommunications Business Area of South Sulawesi often experience problems wrong information and the meeting information frequently stricken by information-other information in the telegram and berdapak group on kesalapahaman by the staff as well as part sekretariatan. Pempublikasian the results of the meeting are also usually done in group a telegram will make the meeting members were invited in the meeting is often difficult to get such results because of accumulated by the abundance of information contained in a telegram. Telegram applications also limits the download a file of documents or photos that have passed from the masatiga month. So if there is a meeting of members wanted to get documentation of meetings that have been well implemented can no longer because the file has expired. Process management related meetings were also still judged less effective due to still use a form of physical documents that often there is some lost documents and also often occur in the document a secretarial buildup will make the performance of the secretarial section of less productive.

Therefore required a medium of information dissemination while scheduling a quick and appropriate secretarial section can provide information quickly to the staff of the company and the staff can obtain information quickly. And also the media can help secretarial section to manage the scheduling of the meeting hingaa the results of the meeting.

There are some features that exist in the application such as mengajuan feature, schedule meetings, invited members of meetings, and publication of the results of the meeting. From black box test results and user acceptance testing, the features that are contained in the application is already running in accordance with that in harapakan by the user.

Keywords: Witel in South Sulawesi, Management Review, employee administration Meetings