

ABSTRACT

Dinas Lingkungan Hidup Provinsi Jawa Barat The Department of Environment of West Java Province is the executor of the tasks of the Regional Government in the formulation of the implementation of regional policies in the field of environmental management which has a specific function on the supervision and control of the environment. At this time, the guest data classification process, checking the employee schedule, managing the meeting schedule, and processing guest data is still done manually, where the receptionist must always manage the data and meeting agenda in the guest book. For notifications to employees, the receptionist is still using a loudspeaker or blackboard agenda, as well as a number of guest reports that are still calculated manually. Based on the description above, the authors want to develop applications that can manage and classify guest data based on institutions, can check the schedule of the employee concerned, manage schedules and notify meeting schedules, and calculate the number of guests each month. The author analyzes and designs application infrastructure built with the waterfall method, design or design which includes modeling systems using UML methods and interfaces, programming languages using PHP and MySQL as database managers, gammu to bridge SMS Gateway, and testing using black box testing. From this study produce Application Management of Guest Agenda Schedule and Guest Data Processing accompanied by Web Based SMS Gateway. This application can facilitate the receptionist to input guest data and classify guest data by agency, preview the schedule of the employee concerned, and manage the meeting schedule of the date, time, room, and meeting status. This application also facilitates the receptionist notifying the meeting schedule using notif via SMS Gateway, and can recap the number of guests who come every month with the report feature using bar graphs. With this application, it can help the receptionist in serving guests and managing the meeting schedule between guests and employees effectively and efficiently.

Keywords : Meeting schedule, Application, waterfall method, SMS Gateway