

## ABSTRACT

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*Meeting is one of the activities that are certainly often carried out by companies or agencies. Today, almost all data can be accessed or stored online or in application. Minute of Meeting application is one of the meeting applications that can make meeting invitations, meeting minutes, and assignments from meeting. The purpose of this application is to facilitate the secretary in making meeting invitations, meeting minutes, give meeting assignments, and view progress assignments meeting. This application is built using the PHP programming language, with the CodeIgniter framework and using a MySQL database. The method of application development uses the Waterfall methodology.*

*Keywords: Meeting, Secretary*