

ABSTRACT

Meeting minutes are an important component in seeing what is produced from meetings in an organization. In the Informatics Management Study Program at Telkom University, the mechanism of meetings and minutes of meetings at the meeting is implemented, which are managed by the Chair of the Study Program with the assistance of the Secretary. In its implementation there are several obstacles in the dissemination and notification of meeting invitations and it is difficult to process meeting data data and minutes that are available to become points at the Meeting. Therefore, a minutes application is needed that facilitates the management of meetings. This application is built using the PHP programming language, with a CodeIgniter framework and its database using MySQL. The method of application development uses the Waterfall methodology. This application is only used in the Informatics Management study program.

Keywords: Information Management; Minutes; PHP; CodeIgniter; MySQL; Waterfall.