# MEETING MANAGEMENT SYSTEM
# (MMS)

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## ABSTRACT

Information Management System (IMS) is a joint hierarchical database and information management system with extensive transaction processing capabilities [1]. IMS is currently a system being used worldwide in order to improve efficiency of an operation. Meeting Management System (MMS) is a system that will be used by Hindu Youth Organization (HYO) of Batu Empat, Taiping as the case study. MMS is suitable for office use, where meetings are usually conducted. Types of meetings are only formal and official with the presents of secretary and chairperson. Problem statement arises because use of paper document is out dated, slow relocating of previous meeting documents and update of progress after meeting is slow using manual method. MMS is developed as a prototype of web based MMS using Asp.net 2008 and Microsoft SQL server 2005. Using MMS relocating meeting documents using search function, and updates of progress are acknowledged as fasten the process.. Methodology used to develop MMS is Rapid Application Development (RAD). I hope that this system will benefit to HYO in enhancing productivity of the organization. I also hope that MMS's featured styles in handling meeting documents will be implemented and be considered by all organization or companies in order to spread computerized meeting management.

## ABSTRAK

Sistem Pengurusan Informasi (IMS) adalah pangakalan data hirarki bersama dan sistem maklumat pengurusan dengan kemampuan proses transaksi luas [1].IMS adalah jenis system yang sedang digunakan di seluruh dunia untuk meningkatkan kecekapan operasi. Sistem Pengurusan Mesyuarat (MMS) adalah sebuah sistem yang akan digunakan oleh Hindu Youth Organization (Hyo) Batu Empat, Taiping sebagai kajian kes. MMS sesuai untuk kegunaan pejabat yang selalunya mejadi tempat mesyuarat biasanya dilakukan. Jenis mesyuarat hanya formal dan rasmi dengan kehadiran setiausaha dan pengurus. Masalah muncul kerana kenyataan penggunaan dokumen kertas yang keluar tarikh, lambat memindahkan dokumen mesyuarat sebelumnya dan update kemajuan selepas pertemuan lambat menggunakan kaedah manual. MMS dibangunkan sebagai prototaip berasaskan web dengan menggunakan MMS Asp.net 2008 dan Microsoft SQL server 2005. Menggunakan MMS mencari dokumen pertemuan dengan menggunakan fungsi carian, dan update kemajuan diakui sebagai mempercepatkan proses .. Metodologi yang digunakan untuk membangunkan MMS adalah Rapid Application Development (Rad). Saya berharap bahawa sistem ini akan bermanfaat bagi HYO dalam meningkatkan produktiviti organisasi. Saya juga berharap bahawa ciri MMS dalam pengendalian dokumen mesyuarat akan dilaksanakan dan dipertimbangkan oleh semua organisasi atau syarikat dalam rangka menyebarkan mesyuarat pimpinan komputerisasi.

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# CHAPTER 1

# INTRODUCTION

## 1.1 Introduction

Information Management System (IMS) is a joint hierarchical database and information management system with extensive transaction processing capabilities [1]. IBM designed IMS with Rockwell and Caterpillar starting in 1966 for the Apollo program. IMS's challenge was to inventory the very large bill of materials (BOM) for the Saturn V moon rocket and Apollo space vehicle. However, by some accounts it was accepted too late in the process to make significant contributions to the Apollo program.

The IMS Database component stores data using a hierarchical model [2]. IMS can be applied to any system of software that facilitates the storage, organization, and retrieval of information within a computer system, without the implication that it need have all the essential characteristics of a DBMS. The information held may include

sound fragments, images, and video sequences in addition to the usual textual and numerical information [3].

Meeting Management System (MMS) is a system that will be used by Hindu Youth Organization (HYO), Batu Empat, Taiping.. MMS is suitable HYO, since meetings are usually conducted there and the need of update on their progress. Types of meetings are only formal and official with the presents of secretary and manager. MMS will have general modules that will be very much useful for meetings. It provides relevant help before, after and to relocate previous meeting data. Its users are the manager and secretary as admin and meeting attendees. There are 5 main modules in the MMS. The modules are, login, search, agenda, minutes of meeting, and update.

MMS is a very useful system for HYO. It provides efficiency in use for users. Once login, secretary acknowledges all members of HYO who are registered under MMS with the Agenda of Meeting created by her/him. After a meeting, secretary can enter details to create Minutes of Meeting sends it to manager for his review. Secretary can check previous meeting documents after a meeting. This search function is done using keyword title or date. Meeting attendees or secretary for an example, if was given a task in the meeting can update their status after login. The updates will be checked by the manager and he can also view from whom the updates were coming from. MMS will allow a better efficiency and management style which will benefit the users themselves. Refer Appendix B1 for approval letter by the HYO to develop MMS and to be the case study.

## 1.2 Problem Statement

Problem statements are list why there is the need of developing Meeting Management System (MMS). This does also mean that the existing management style is less efficient. Problem that arise in the old management style are:

i. Use of paper documents is outdated.
ii. Slow when it comes to relocating previous meeting documents.
iii. Updates on progress after meeting is slow using traditional method.

## 1.3 Objective

Objective are what will the new system have that will overcome constraints and problems in the old management system. It will be the goal for designing MMS. The objectives are:

To develop a web based prototype of MMS using Asp.net 2008 and SQL server 2005.

Providing SRS document for the Meeting Management System (MMS).

## 1.4 Scope

Scope is the range for the system. It boundaries the systems requirements and data involved in creating the system. Scope that this document highlights are the user of the system, data stored in the database, software used to develop the system, and modules available in the MMS. The scopes are:

**i) Target users for the system are:**

a) Manager
b) Secretary
c) Meeting attendees

**ii) Data in MMS are:**

a) Agenda
b) Minutes of Meeting
c) ID and Password

**iii) Software used to develop MMS is:**

a) Asp.net 2008
b) SQL server 2005

iv) **Modules in MMS are:**

Modules are what functions that are available in the MMS. MMS contains all general and necessary functions. There are five modules in the MMS. First is the Login, where username and password would be entered in order to get access. Manager, secretary and meeting attendees will have different set of modules available according to their authorization and tasks for them. Agenda is the module where agenda of the next meeting will be created in order to be distributed to all by the secretary. Minutes of meeting would be a module where will be used to create the report of the conducted meeting. Search module will be available to relocate previous meeting documents. The search module is available for secretary in order for them to via previous meeting documents for reference purpose. Finally update module is where the meeting attendees and secretary will use in order to enter their progress after each meeting and viewed by the manager. These are the available modules in the MMS.

## 1.5 Thesis Organization

**Chapter 1: Introduction**

The purpose of this chapter is to introduce to the readers about the project that will be developed later. This chapter contains introduction, problem statement, objective, and scope and thesis organization.

**Chapter 2: Literature review**

This chapter explains about the reviews for the chosen project. This chapter is divided into two sub reviews that require students to study to get complete information about the project.

**Chapter 3: Methodology**

The purpose of this chapter is to discuss the approach and framework for the project. Method, technique or approach that will be and will be used while designing and implementing the project will be included in the content. Justification and of method on approach used and hardware and software necessary is stated here.

**Chapter 4: Implementation**

This chapter acts to document all processes that involve in the development of the project. Designed project development is explained here. The content of this project depends on the system. It contains information of database and tools used. Data in database is shown in this chapter.

**Chapter 5: Results and Discussion**

The purpose of this system is to explain about the results and data analysis that had been acquired. Result analysis, project limitation and suggestion and project enhancement are contents for the chapter.

**Chapter 6: Conclusion**

This chapter explains briefly and summarizes the developed project.

# CHAPTER 2

# LITERATURE REVIEW

## 2.0 Literature Review Organization

Figure 2.1 shows all the topics covered in this chapter.

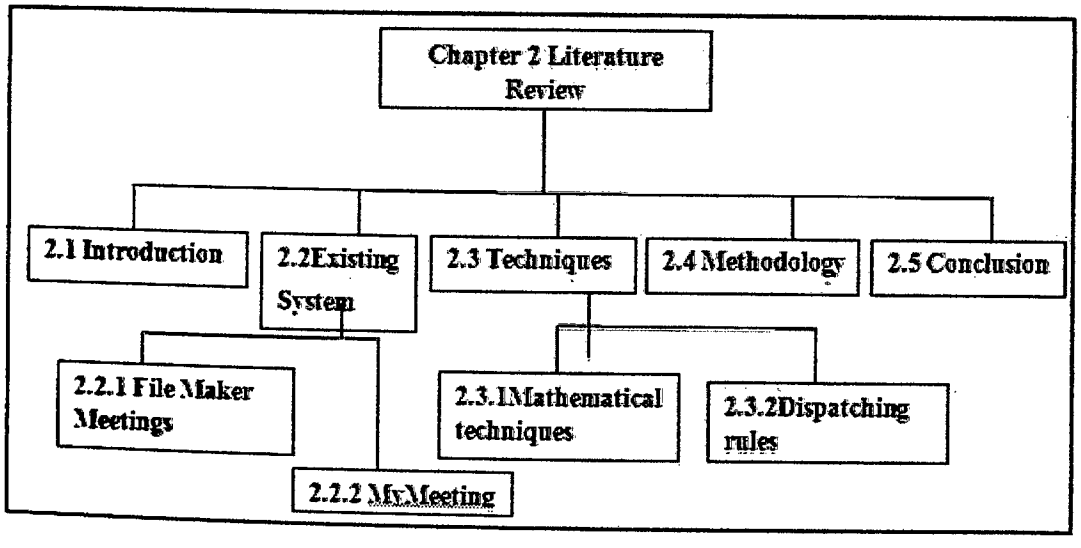


**Figure 2.1 Literature Review Organization**

## 2.1 Introduction

Review of the Meeting Management System (MMS) is done in the chapter. Literature review is a body of text that aims to review the critical points of current knowledge on a particular topic. Literature reviews are secondary sources, and as such, does not report any new or original experimental work [4]. Meeting Management System (MMS) is the system which will be analyzed in this literature review. This chapter will explain about technique/method/equipment or technology that will be used in the project. References will be made from various resources such as books, conference paper, articles, journals, internet and etc. All related resources will be gathered and reviewed this chapter. All this would help and be as a guide to develop the system MMS. Materials in chapter two would guide in designing the system. Same or similar existing system of other designers would also be reviewed in the chapter. Some list of techniques and methods would be stated here. Each of them would be explained and understood. The research would help in choosing a single technique and method to develop the system. Techniques and methods would be chosen after comparing among them. The best and the appropriate to MMS compatible would be selected. Literature review, overall will act as a guide and basis of beginning and end of the development process of the system. To keep the originality of the thesis all references will be recorded clearly in a text and stated in references.

## 2.2 Existing System

Existing system will act as a reference and a guide to design the new system. It will also be able to point out missing functions that exist in it. Disadvantages in the existing system will be studied. This ensures that the new system does not have the flaws as the existing system. This will help in enhancing MMS to be a better system and a compatible system in the market. Systems that have similar requirements to the concepts and functions of the MMS which were chosen to be reviewed are:

i. File Maker Meetings 2.0 [5]
ii. MyMeeting: Meeting & Decision Management System [6]

### 2.2.1 File Maker Meetings 2.0 by File Maker, Inc.

FileMaker, Inc.,is a database company founded in 1998. President of the company is Dominique Goupil. It is the worldwide leader in easy-to-use database software for business professionals. Millions of customers from individual to government body use the system [6]. This system is a ready to use meeting management application that effectively manages agendas, minutes, action items and more. This File Maker Meeting 2.0 is an award winning application. Tools needed to organize meeting details, summarize meeting status, automate communication of agendas, minutes and action items, customization, sharing, security and more.

The FileMaker Meetings 2.0 is the choice of millions of users and companies around the globe. This surely is the result of some distinguishing features in the system.

Features that make the FileMaker Meetings 2.0 a choice among users is shown in table 2.1.

**Table 2.1** Features of the FileMaker Meetings 2.0

| **Features** | **Reason** |
|---|---|
| Orchestrate meeting management | Provide each team member personalized visibility on what is happening and who is involved. |
| Follow up meetings with email messages of meeting minutes and other relevant document | Better way to update meeting attendees |
| Organize all meeting relevant information in one place | Standardization and centre database for easy management |
| Saved frequently Finds for later re-use | Saving time entering frequently used search criteria |
| Robust reporting engine | Numerous report templates will allow user to easily create custom reports. |
| Share common data. Example: contacts and action items | Sharing accelerates and overcome file transfer delay. |
| Create multiple windows | Construct a personalized work environment, |
| Customize and extending the system to suit user specific needs | User requirements are fulfilled. |

Interface plays the most important role. It directly interacts with the user. Communication between user and the system occurs here. Interface would also act as a platform to make sure all operation can be made by user. User would also be able to understand the system better rather than coding which would only be competent for

expert users. Interfaces would be analyzed for FileMaker Meetings 2.0 system. Literature review on the interface would help in creating the MMS. It will guide on designing a more interactive or compatible interface. It would also help in understanding the data entry available in the FileMaker Meetings 2.0 system. Figure 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, and 2.7 shows the interfaces of FileMaker Meetings 2.0.

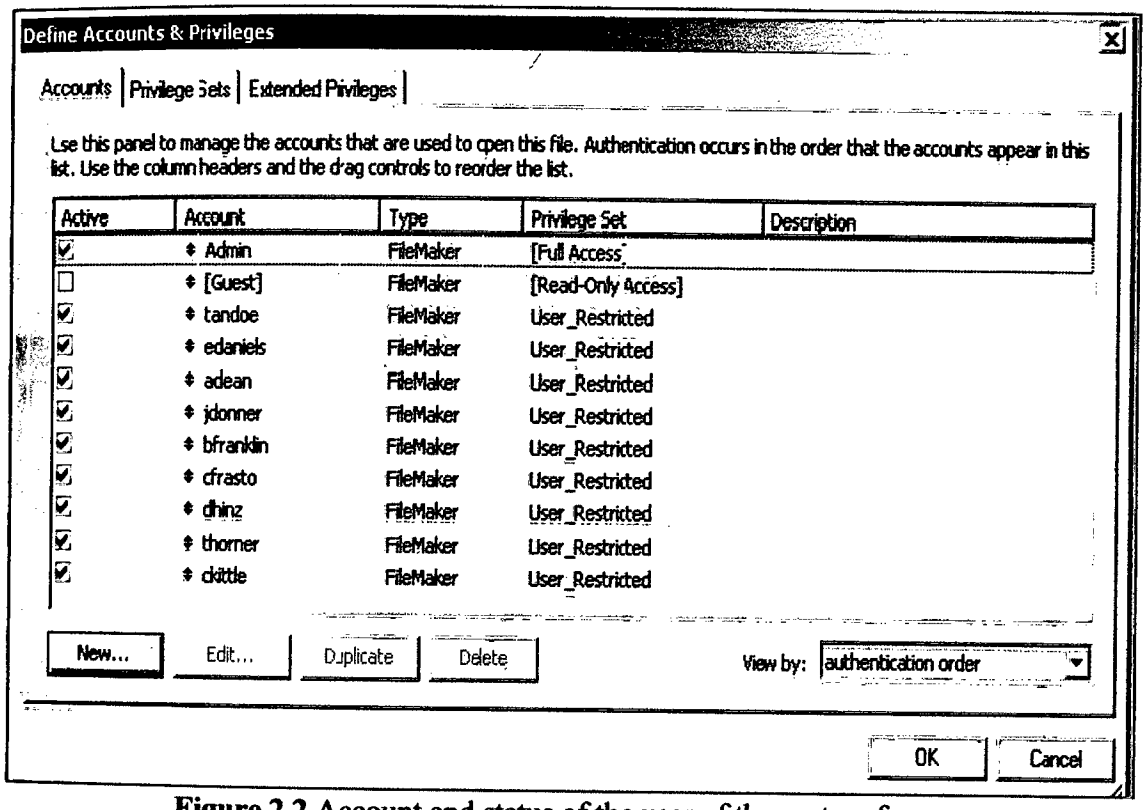


**Figure 2.2** Account and status of the user of the system form

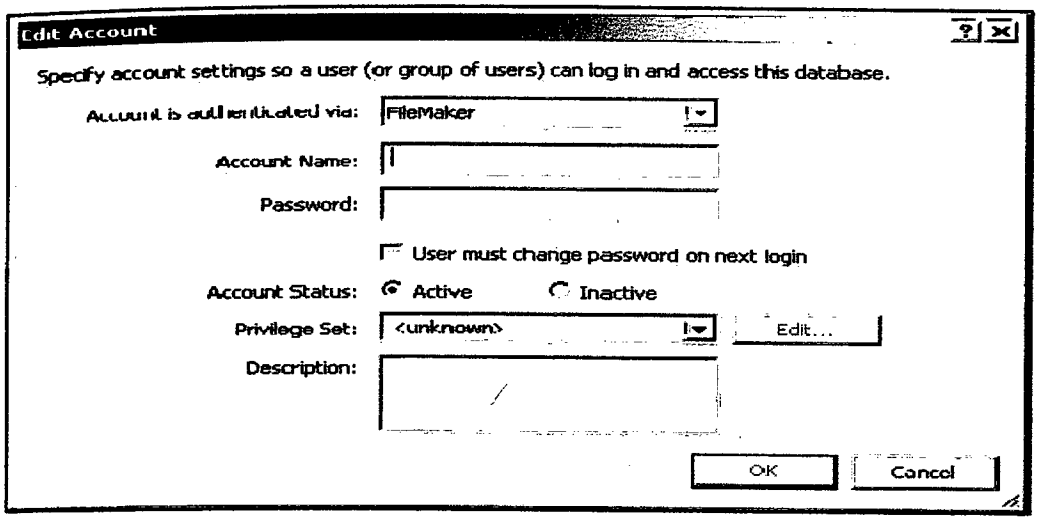


**Figure 2.3** Register new user form

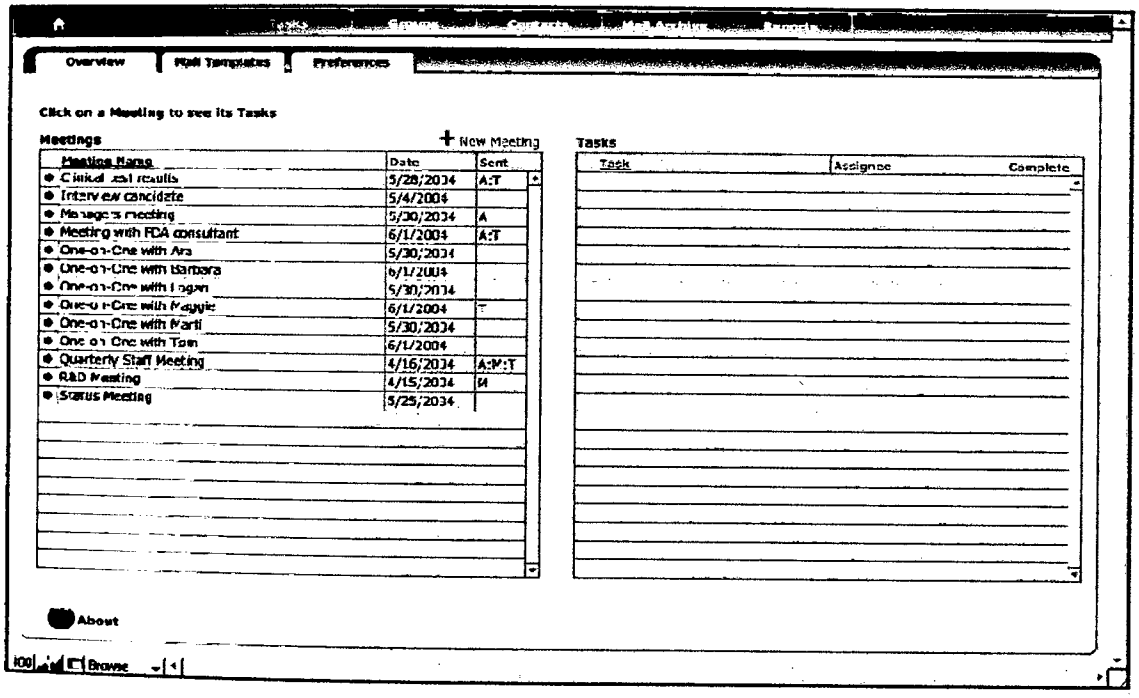


**Figure 2.4** Homepage form of the system