ABSTRAK

Rapat merupakan pertemuan yang melibatkan sekelompok orang yang bertemu untuk berkomunikasi, berdiskusi, dan mencapai kesepakatan dalam menjalankan suatu program kegiatan tertentu. Notulensi merupakan dokumen tulisan yang berisi ringkasan atau catatan dari suatu rapat atau pertemuan. Notulensi rapat di Institut Teknologi Telkom Surabaya (ITTelkom Surabaya) masih menggunakan *spreadsheet, notepad,* dan *google docs* untuk mencatat notulensi rapat, dan menghadapi berbagai kendala, seperti sulitnya mengetahui kegiatan yang telah dilaksanakan dan yang belum terlaksanakan, pelacakan terhadap suatu materi rapat yang telah dibahas sebelumnya susah dicari karena materi rapat tersebar di *spreadsheet, notepad, dan google docs*, monitoring dari keputusan rapat masih belum maksimal, dan distribusi hasil rapat tidak tercatat dengan baik. Penelitian ini mengusulkan solusi berupa aplikasi notulensi rapat berbasis web bernama *MeetSync*, yang dikembangkan dengan menerapkan *Extreme Programming* (XP). XP merupakan pengembangan perangkat lunak yang adaptasi terhadap perubahan yang cepat. Identifikasi masalah melalui wawancara guna memahami permasalahan dan kebutuhan pengguna terhadap *MeetSync*. Fitur aplikasi meliputi manajemen data agenda rapat, notulensi, dan *todo*, dengan kemampuan pengiriman reminder melalui email untuk agenda rapat dan *todo*. Perancangan aplikasi menggunakan *Unified Modeling Language* (UML), termasuk use case diagram, robustness diagram, sequence diagram, *Entity Relationship Diagram* (ERD), dan class diagram. Pembuatan aplikasi dilakukan dengan menggunakan bahasa pemrograman *PHP* dengan *framework Laravel*. Hasil penelitian menunjukkan bahwa aplikasi MeetSync berhasil dibangun menggunakan metode *Extreme Programming* (XP), yang dilalui dengan empat tahapan iterasi. Fitur yang dikembangkan adalah *CRUD (create, read, update, dan delete)* pada agenda rapat, notulensi rapat, *todo*, hak akses, dan *user management*, serta *reminder* agenda rapat dan *todo* dengan mengirimkan *email*. Lalu, pengujian pada aplikasi menggunakan *blackbox testing*.

Kata Kunci: web, notulensi, sistem manajemen rapat, *extreme programming*.

ABSTRACT

A meeting is a gathering that involves a group of people who meet to communicate, discuss, and reach an agreement in carrying out a certain program of activities. Minutes are written documents that contain summaries or notes from a meeting or meeting. Meeting minutes at Telkom Institute of Technology Surabaya (ITTelkom Surabaya) still use spreadsheets, notepads, and google docs to record meeting minutes, and face various obstacles, such as the difficulty of knowing activities that have been carried out and those that have not been carried out, tracking meeting materials that have been discussed previously is difficult to find because meeting materials are scattered in spreadsheets, notepads, and google docs, monitoring of meeting decisions is still not optimal, and the distribution of meeting results is not well recorded. This research proposes a solution in the form of a web-based meeting minutes application called MeetSync, which was developed by applying Extreme Programming (XP). XP is a software development that adapts to rapid changes. Problem identification through interviews to understand the problems and user needs of MeetSync. Application features include data management of meeting agendas, minutes, and todo, with the ability to send reminders via email for meeting agendas and todo. The application design uses the Unified Modeling Language (UML), including use case diagram, robustness diagram, sequence diagram, Entity Relationship Diagram (ERD), and class diagram. Application development is done using the PHP programming language with the Laravel framework. The results showed that the MeetSync application was successfully built using the Extreme Programming (XP) method, which was passed with four iteration stages. The features developed are CRUD (create, read, update, and delete) on meeting agendas, meeting minutes, todo, access rights, and user management, as well as reminders of meeting agendas and todo by sending emails. Then, testing the application using blackbox testing.

Keywords: web, meeting minutes, meeting management system, extreme programming.