A Web Based Solution to Manage Meeting Scheduling and Minute Distribution

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Meetings are a form of formal communication that give important opportunities for members to contribute their ideas and allow them to know the organization's aspirations, needs and requirements for the success of the organization. There are different kinds of methods, approaches, and techniques that have been used by organizations for meeting management. However, when implementing a meeting management system, organization should pay a greater attention in order to have a positive impact on the organization. In this situation, Advisory Committee of Ministry of Industries is having a desperate requirement of automating the manual process of meeting scheduling and minute distribution. To facilitate the said requirement, current details of the situation were collected by having discussions with advisory committee members. Apart from the discussions, the data was gathered using the simple random sampling technique through a standard questionnaire that was distributed via google form among 82 people. The data was analyzed by cross tabulation analysis since the nature of the data was quantitative. The result through the analysis reveals that there are problems arise while selecting a convenient time for the attendees, sending notifications and reminders, and creating meeting minutes. To be more precise, this research paper proposes an automated and economical methodology to draw-up the current inefficient manual method of meeting scheduling and minutes distribution by reducing the usage of too many papers. Hence, this meeting management system provides a huge advantage for all people who hold meetings due to the ability to increase the quality and effectiveness of meeting decisions by 50%.

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