

Name of product : e-Meeting

Researcher details

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Faculty : FIK

Cluster/Area of study : IT

Status of the product : Prototype

Product description :

e-meeting is a web service system that can assist the implementation of meeting process; pre-meeting, meeting and post-meeting. This system is able to provide information on the date, venue and agenda of each meeting to the members of each meeting. Invitation letter with the agenda of meeting will be created and distributed among the members in the pre-meeting process. During a meeting, attendance of the members and minutes will be recorded immediately. As member who cannot attend a meeting can either: i) a another person to replace him/her during the meeting. ii) can join the meeting via teleconferencing. In the post-meeting process, e-Meeting will remind members to take appropriate actions for their corresponding designated issues. Further, members can update the progress of their corresponding actions.

