

FICTS MEETING ATTENDANCE SYSTEM



UNIVERSITI TEKNIKAL MALAYSIA MELAKA

BORANG PENGESAHAN STATUS TESIS

JUDUL: FICTS MEETING ATTENDANCE SYSTEM

SESI PENGAJIAN: 2013/2014

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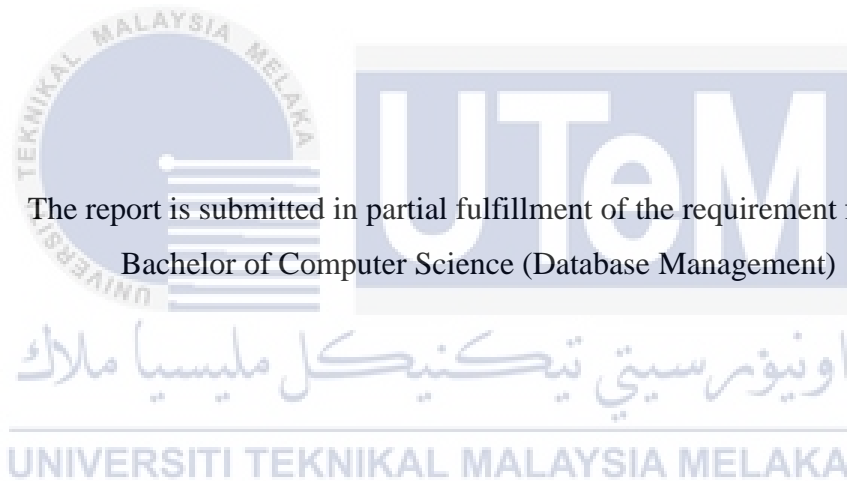
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FICTS MEETING ATTENDANCE SYSTEM

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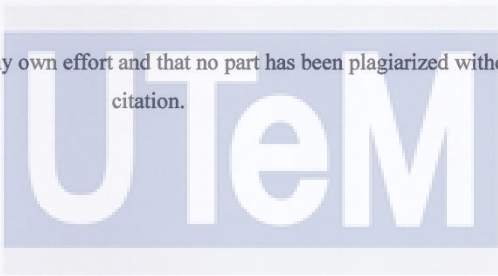
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DECLARATION

I hereby declare that this project report entitled
FACTS MEETING ATTENDANCE SYSTEM (e-Meeting)

is written by me and is my own effort and that no part has been plagiarized without
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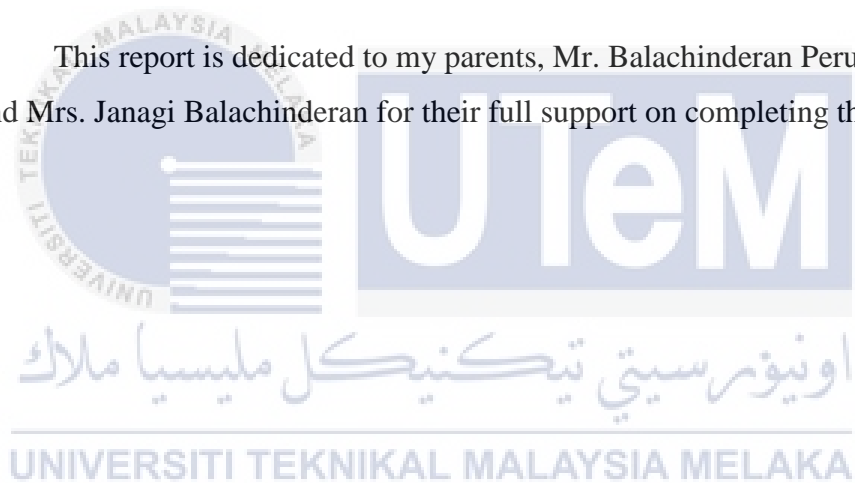
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DEDICATION

This report is dedicated to my parents, Mr. Balachinderan Perumal and Mrs. Janagi Balachinderan for their full support on completing this project.



To my supervisor, Prof Madya Norhaziah Md Salleh and all my friends, for making it all worthwhile and have provided encouragement and guidance all the way during the completion of the project.

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Besides that, I would like to thank my friends that have accessed to the system and giving some valuable and sincere comments.

Finally, I would like to thank my parents who gave me a full support during my studies here in Universiti Teknikal Malaysia Melaka (UTeM).



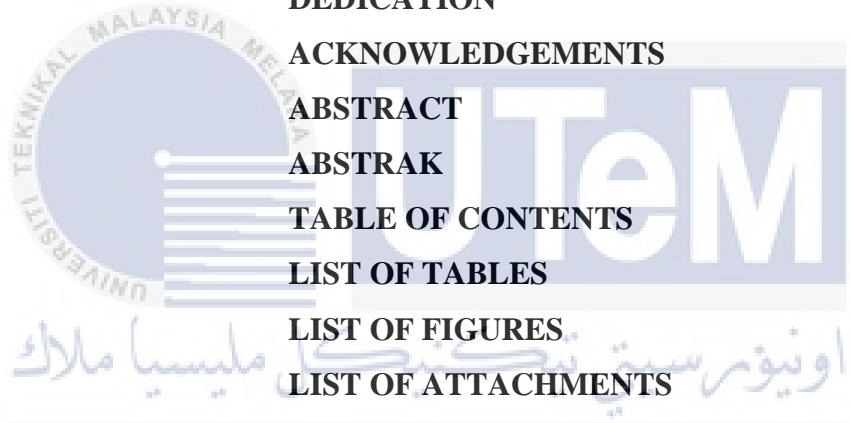
ABSTRACT

FICTS Meeting Attendance System is a system that develops to change manual system into computerized system that used in society meeting. This system is developed in website and can be accessed for 24hours. It is used by the administrator and the member itself. Through this system, user is able to record all the information about any meeting into the database. For administrator who is secretary for the society, they would be able to register new member details and send member about meeting information via e-mail. By using this system, in every meeting the attendance taking process will be easier. Other than that attendance data can be stored in a more systematic and safe. They also able to record meeting minutes. For member, they would be able update their system password and view their meeting attendance status. At the same time they can update reason letter in the system. Member also can view the meeting minutes in the system. . While, the aim of the project is to develop a web based application that will help the society to manage their meetings.

ABSTRAK

Sistem Kehadiran Mesyuarat FICTS adalah sistem yang dibangunkan untuk mengubah sistem manual ke dalam sistem berkomputer yang digunakan di persatuan. Sistem ini dibangunkan dalam laman web dan boleh diakses untuk 24 jam. Ia digunakan oleh pentadbir persatuan dan ahli itu sendiri. Melalui sistem ini, pengguna dapat merakam semua maklumat berkaitan mesyuarat persatuan ke dalam pangkala data. Setiausaha persatuan yang memainkan peranan sebagai pentadbir sistem, mereka boleh mendaftar butiran ahli baru dan menghantar maklumat mengenai mesyuarat persatuan melalui e-mel. Dengan menggunakan sistem ini, proses mengambil kedatangan ahli akan menjadi lebih mudah dalam setiap mesyuarat. Selain itu data kehadiran boleh disimpan secara lebih sistematik dan selamat. Setiausaha juga dapat merekodkan minit mesyuarat. Untuk ahli, mereka boleh kemaskini kata laluan mereka dalam sistem dan melihat status kehadiran mesyuarat mereka. Pada masa yang sama mereka boleh mengemas kini surat sebab dalam sistem. Ahli juga boleh melihat minit mesyuarat dalam sistem. Manakala, Tujuan projek ini adalah untuk membangunkan satu aplikasi berasaskan web yang akan membantu ahli persatuan untuk menguruskan mesyuarat mereka.

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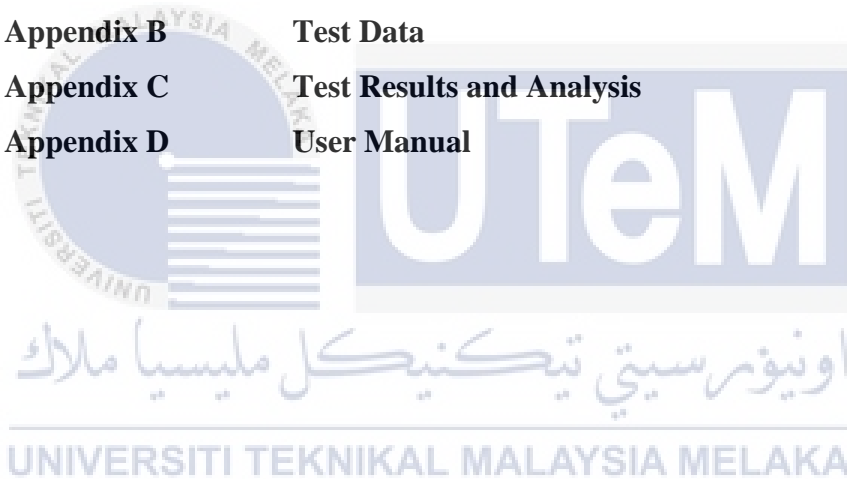
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CHAPTER I

INTRODUCTION

1.1 Project Background



Today, the development of information technology has reached a stage where it is beginning to show the impact of its own in human life. The technology exists to strive to become a medium for the dissemination of information such as advertising, notice, telecommunications and others (Ho Lip Gee, 2006).

To handle a large amount of members may be a problem especially to get the attendance. Now, process to get attendance in a majority of universities is still using the manual process. The manual process means that at the start of the meeting the secretary will circulate the attendance paper and members will check their names and sign on it. At the end of meeting the secretary will collect the attendance paper and keep it as a record. Meeting minutes also known as protocols or informally, notes, are the instant written record of a meeting. They typically describe the events of the meeting and may include a list of attendees, a

statement on the issues considered and discussed by the participants and related responses or decisions for the issues.

FICTS (Faculty Information Communication and Technology Society) meeting attendance system will be developed to facilitate member in meeting attendance system. By using this system in every meeting the attendance taking process will be easier. Other than that attendance data can be stored in a more systematic and safe manner. It also saves time because the secretary can produce a computerized meeting minutes after the meeting.

1.2 Problem Statement(s)

At the moment, attendances for society meetings that are being used in FICTS are still written on a piece of paper. This method is not flexible because the risk of losing the attendance data is very high. If the attendance sheet is missing, the attendance data will be lost. Other than that, unethical problem may occur such as cheating in signature. For example, if a member of the society does not attend the meeting but his attendance was signed by another member.

Normally, the attendance paper needs much time to sign by all members especially for a meeting with a lot of members. Members also may forget to sign that attendance and they were assumed absent at the meeting. The problem will also happen when the secretary forgets to bring the attendance paper to the meeting. Members of the society then need to write their names on a piece of paper and then data redundancy may occur. The suitable solution for this problem is by designing a system that will record attendance in systematic manner.

Other than that, meeting minute also took by secretary manually this is not a systematic method where the form can be lost and may be damaged. The secretary also must put the form in any files or folders that it needs some spaces

to put in rack or cabinet. It also takes long time to search selected minutes for references.

1.3 Objective

This project embarks on the following objectives:

- To provide a paperless environment by using a computerized system that can save time in taking attendance.
- To produce a report that can identify each member attendance record
- To produce a systematic meeting minutes writing.

1.4 Scope (the boundary of your system)

Scope that involved in FICTS Meeting Attendance Management System is divided into two parts, which are involvement of user and types of module. The scope is described as below:

- Admin

Admin is the main user for FICTS Meeting Attendance Management System. Admin can use the system to record and manage meeting details and attendance for all the meeting. The system enables member to manage meetings, member attendance and generate documents such as attendance list, minutes meeting and attendance report.

- Module

Modules that are included in Meeting Attendance Management System are listed as below:

- i. Login module

This module helps authenticate the validity and eligibility of the members before he or she can use the system. A member is required to login using username and password. If either username or

password is inserted wrongly, the system will prompt out login error message. A correct combination of username and password is needed in order to access to the system. This is important to protect the confidentiality of the attendance data and to prevent unauthorized user from using, accessing and manipulating the system.

ii. Member module

This module provides convenience in managing attendance details. This module enables member to see previous meeting reports and their attendance details. Besides, secretary can add member into the attendance one by one. Member data will be deleted when the member resign or finish the session. Secretary can save the meeting minutes details in the database and take attendance during the meeting.

iii. Attendance module

This module allows member to manage and alter the attendance data efficiently. Secretary adds new meeting details based on society activities. After that, the system will prompt for date of the attendance before a new attendance data is successfully completed. During the meeting the attendance will take by secretary and save it.

iv. Generate documents module

This module provides the documents such as meeting details, and minutes meeting and overall attendance report. All the documents generated is completed along with the details and data needed.

1.5 Project Significance

- Faculty

This significance of this system is mainly focusing for the FTMK itself. This is because this project will enhance the efficiency of the manual system. It also can reduce in term of paper usage and avoid human error. All activities are done by computer and technology.

- Admin

With this system, admin can record the attendance of the member attendance in meeting easily. They also do not have to count the number of every member in the meeting.

- Member

As a user, member can view about the meeting and attendance

1.6 Expected Output

- New computerized system to replace the manual attendance process.
- Provide a paperless environment by using a computerized system that can save a lot of time.

1.7 Conclusion

Chapter 1 deliberated the introduction of the project named FITCS meeting attendance system. This chapter is a preliminary step that describes why the system needs to be built and how the system is able to help and solve the problems faced. FITCS meeting attendance system generally is a system that implemented to transform UniversitiTeknikal Malaysia Melaka (UTeM) manual attendance process into a new and advance system. The system will reduce attendance process time, increase the working efficiency and bring numerous beneficial values to both member and admin in terms of management.



CHAPTER II



2.1 Introduction

Essentially, a database is a certainty (information) archive that serves a data framework. On the off chance that the database is outlined inadequately, one can scarcely expect that the information/data change won't be fruitful, nor is it sensible to expect productive and able administration of information and data. It is difficult to deliver great data from poor information; and, regardless of how complex the application projects are, it is difficult to use good application projects to defeat the impacts of terrible database plan. In short: Good database configuration is the establishments of a fruitful data framework. To create framework proficiently, it is chosen to utilize Database Life Cycle as philosophy for this FITCS Meeting Attendance System (e-Meeting). A favorable