KTMSAB ANNUAL MEETING MONITORING SYSTEM

HAADII RAHMAN BIN SAFIAN

This report is submitted in partial fulfillment of the requirements for the
Bachelor of Computer Science (Software Development)

FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY
UNIVERSITI TEKNIKAL MALAYSIA MELAKA
2007

DECLARATION

I hereby declare that this project report entitled

KTMSAB ANNUAL MEETING MONTORING SYSTEM

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

STUDENT: _____ Date: 12/12/2007
(HAADII RAHMAN BIN SAFIAN)

SUPERVISOR: _____ Date: 12/12/2007
(PN. AZLIANOR BT ABDUL AZIZ)

DEDICATION

To my God, Allah SWT…

To my greatest idol, Rasulullah SAW…

To my beloved parents, Safian Bin Mohd Hanif and Khalsom Bt Mad Noor…

To my sisters, Siti Nur Khadijah Binti Safian, Siti Nur Aishah Binti Safian, Siti Nur Soleha Binti Safian, Siti Nur Fatimah Binti Safian…

To my supervisor, Puan Azlianor Bt Abdul Aziz…

ACKNOWLEDGEMENTS

Firstly, I would like to thank Allah S.W.T for His permissiveness to complete this Projek Sarjana Muda successfully.

I would also like to thank to my supervisors, Puan Azlianor Binti Abdul Aziz for assisting me to finish this PSM successfully and also providing the guideline, giving courage and advice throughout the development of the project.

I would also like to thank to my beloved family who has been giving me full support and motivation to complete this project successfully.

Thank you so much to all my friends for the moral support and helping me to successfully manage this report. Their helps, enthusiasms and advices have kept me going to reach PSM finish line.

Thank you.

ABSTRACT

The project was named KTMSAB Annual Meeting Monitoring System (AMMS). Koperasi Tunas Muda Sungai Ara Berhad (KTMSAB) is a construction company located at Bayan Lepas, Penang. Each year, there will be an annual meeting which involved all stakeholders of the company to discuss about KTMSAB future and business. There are too many problems occur during the annual meeting when all process being handled manually by the KTMSAB officer which have reduce the effectiveness of the annual meeting. KTMSAB Annual Meeting Monitoring System exists to reduce all problems during the annual meeting and improve all annual meeting processes in order to increase the effectiveness of KTMSAB annual meeting. The system contains four main modules which are the attendance registration, voting of meeting agenda, dividend payment, and election. The system will be used by two main users which are the KTMSAB officer and the stakeholder. The stakeholder will register their attendance through the system and once their registration process succeeded, they can go through other annual meeting process. In voting of meeting agenda module, stakeholder can vote for the meeting agenda that has been assigned by the board of director. An agenda with a high vote will be discussed first as other agenda will follows based on the result of agenda votes. The stakeholder then will go through the dividend payment process as they can choose the type of dividend and preview the amount of dividend that they should get. The stakeholder then will involve in election process in order to choose the new board of director of KTMSAB. Object Oriented Analysis Design (OOAD) is chosen to be the project methodology. OOAD is better than other approach because it creates more opportunity for reusability and leads to solutions that are easier to maintain.

ABSTRAK

Projek ini dinamakan Sistem Pemantauan Meyuarat Agung bagi Koperasi Tunas Muda Sungai Ara Berhad (KTMSAB). KTMSAB ialah sebuah syarikat kontraktor yang berpusat di Bayan Lepas, Pulau Pinang. Mesyuarat tahunan syarikat akan diadakan pada setiap tahun untuk membincangkan perihal dan situasi semasa syarikat. Mesyuarat akan dihadiri oleh semua pemegang-pemegang saham syarikat. Terdapat banyak masalah yang berlaku sewaktu mesyuarat tahunan dijalankan berikutan terdapat beberapa proses yang perlu dilalui oleh pemegang saham sewaktu menghadiri mesyuarat tahunan tersebut. Berikutan itu, Sistem Pemantauan Mesyuarat Agung KTMSAB diwujudkan untuk mengurangkan masalah yang timbul dan meningkatkan keberkesanan mesyuarat tahunan itu sendiri. Terdapat empat modul utama dalam sistem ini iaitu pendaftaran kehadiran, pengundian agenda mesyuarat, pengundian, dan juga pembayaran dividen. Pemegang saham akan mendaftar kehadiran mereka melalui sistem dan jika pendaftaran mereka berjaya, mereka boleh meneruskan dengan proses-proses yang lain. Pemegang saham akan mengundi untuk agenda yang telah ditetapkan oleh ahli lembaga pengarah. Agenda-agenda akan dibincangkan di dalam mesyuarat mengikut susunan berdasarkan jumlah undian yang diperoleh sewaktu proses pengundian tersebut. Kemudiannya, pemegang saham akan boleh memilih jenis dividen yang mereka inginkan dan melihat jumlah yang akan mereka perolehi berdasarkan pilihan dividen mereka. Pemegang saham kemudiannya akan mengundi menggunakan sistem untuk memilih ahli lembaga baru bagi KTMSAB. Projek ini dibangunkan menggunakan pedekatan "Object Oriented Analysis Design". Pendekatan ini adalah lebih baik daripada pendekatan-pendekatan yang lain kerana ianya akan membuatkan projek ini mudah diselenggara dan digunakan semula.

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

CHAPTER I

INTRODUCTION

1.1 Project Background

Koperasi Tunas Muda Sungai Ara Berhad (KTMSAB) is an alliance construction company situated in Penang. KTMSAB contain 2032 stakeholders and have gain profit at least 10 million per year. Some of the profit will be used to pay the dividend to all stakeholders. There will be an annual meeting every year to discuss about the business progress and company future which consist an election to choose board of directors among the stakeholders. Usually, all dividend will also been paid to all stakeholder during this annual meeting once they have register for annual meeting attendance.

The ideas of this system development arise when there is lack of control during annual meeting registration which currently been conduct manually. Instead of making the process goes slow, manual registration have risked the dividend's payment process. Stakeholders will be paid for their dividend with annual meeting allowance and currently, there are a lot of problems including the lost of money during they payment process.

Besides that, there is no flexible platform for stakeholders and board of director to trace and highlight all the meeting issues that will make the meeting goes

ineffectively. In addition, on annual meeting, there will be an election process to select new board director and once again, stakeholders have to fill in the form in order to vote for their chosen candidate. Current meeting processes are uncontrolled and there are too many bureaucracies procedure which troublesome not only the stakeholders but also the KTMSAB officer.

Therefore, the main purpose of KTMSAB Annual Meeting Monitoring System existence is to centralize all KTMSAB annual meeting processes as it will be monitored by one flexible, efficient, and smart computerized system. In addition, it will also reducing time, money and manpower, computerized system will regain the trustworthy among the stakeholder on current election and dividend's payment process as these two main processes are case sensitive and always caused problems during KTMSAB annual meeting.

KTMSAB Annual Meeting Monitoring System contains digitalize election, dividend payment and registration system which each of this process has it own functions. AMMS will be been utilized in Kiosk and computer environment which make easier for stakeholders and KTMSAB officer to use it.

1.2 Problem Statement

KTMSAB annual meeting contain many processes and procedures which are really case sensitive because it also involved money. Actually, there are no formal system exists in order to register the stakeholder and monitor all the processes. Besides that, there is lack of security issues in using manual registration. All problems due to current manual system has been described as below:

i. Registration process goes slow as users have to complete the registration form, submit to the KTMSAB officer to be affirmed, and once it been affirm, then the registration will be complete.

ii. Sometimes, there are conflicts in dividend payment process as it has been handle manually by KTMSAB officer. There are too much time been wasted even though the process and procedure are fixed and exactly the same.

iii. The election process goes slow as there is no flexible and easy ways for stakeholder to make their vote and for KTMSAB officer to handle the election process and result.

iv. There is no platform to visualize the main issues that should be discussed in proper arrangement during the meeting between Stakeholder and Board of Director.

There is no centralize system to control and monitor all annual meeting operation as each process from registration to elections been done with different time and committee that been assigned by KTMSAB.

1.3 Objective

The objectives of the system are described briefly as following:

i. To centralize all processes in KTMSAB annual meeting as it can easily been managed, monitored, and used by KTMSAB officer and KTMSAB stakeholders.

ii. To avoid conflict, problems and risk during dividend's payment, election and registration process as it can reduce the time, cost and manpower of operations held in each processes of KTMSAB annual meeting.

iii. To make the annual meeting become more efficient and expedient based on issues and topics that been discussed according to the proper importance arrangement.

iv. To replace the current system (manual system) to the flexible, systematic and more efficient computerize system in order to record and compile all the attendance, dividend and election data in proper and secure ways.

v. To create an easy way especially for the stakeholder to go through all KTMSAB annual meeting processes as each of them came from various age and background.

1.4 Scope

The scopes of the system are described as following:

1.4.1 System User

The main user of the system is specified to the officer and stakeholder of *Koperasi Tunas Muda Sungai Ara Berhad* (KTMSAB) which the range of age is between 18 to 55 years old.

1.4.2 System Modules

This system will be divided into four (4) main modules which are referred to the project deliverables. These modules are describes briefly as following:

i. Registration Module

- Registration module will covered all registration processes that has been done by KTMSAB officer and stakeholder.
- KTMSAB officer will be able to create new annual meeting attendance record, modify stakeholder information and picture, search and listed current and previous stakeholder attendance, delete all or certain stakeholder attendance information, and register stakeholder for current attendance annual meeting.
- KTMSAB stakeholders will verify their information based on information that been display by the KTMSAB officer.
- All data that been modified will be saved through the system.

ii. Dividend's Payment Module

- Dividend's Payment module will be used by KTMSAB officer to check current balance of stakeholder share based on their member's id and identity card.
- KTMSAB stakeholder will choose the type of dividend that they want.
- KTMSAB officer will approved the current dividend's type that been chosen by the stakeholder.
- System will calculate and display the current balance of stakeholder shares based on stakeholder dividend's type.
- All data that been modified will be saved through the system.

iii. Election Module

- Election module will covered on election process and been used by KTMSAB stakeholder and officer.
- KTMSAB stakeholder will vote for their chosen candidates and been monitored by KTMSAB officer. KTMSAB officer will only guide the stakeholder and verify stakeholder id base on member's id and identity card before stakeholder can go through the election process.

- System will generate and arrange the result based on stakeholder vote. All data will be recorded through the system.

iv. Meeting Issues Module

- KTMSAB stakeholder will vote or rate for the suggested issues based on their opinion and importance.
- System will arrange all meeting agenda based on the calculation of stakeholder vote
- All other opinions and suggestion will be recorded by the KTMSAB officer through the system.

1.4.3 Platform

System is using windows platform, which is applicable with the current hardware and software requirement using at KTMSAB. Windows platform have been chosen because it is supported by the new Microsoft development tools; which means it was easy to integrate and sharing the information through web-base, smart-client or other protocol.

1.4.4 System Domain

Since the project is developed for KTMSAB annual meeting, the system domain is focused on monitoring and centralize all processes to ensure the quality, safety, and effectiveness of KTMSAB annual meeting.

1.4.5 Project Approach and Solution

The development process will be using Object-Oriented approach to avoid many of problems and any pitfalls, plus it easier to maintain the system soon. To fit with the development approach, system is developed using new Microsoft Visual Studio 2000 which makes it easier to build, deploy, and administer secure, robust, and high-performing applications.

1.4.6 System Boundary and Constraints

This system will be beginning when user register stakeholder for annual meeting. System will do comprehensive analysis to the stakeholder's data and produce appropriate reports on stakeholder's information to ensure the validity of stakeholder. Once the registration process succeeds, stakeholder can go through three others process such as voting for meeting topic, election and dividend's payment process. KTMSAB officer will be the middleman as all processes been done together with the stakeholder.

1.5 Project Significance

The project significance and benefits are concerned with the KTMSAB officer and stakeholder. For KTMSAB officer, it will be an easier way to manage all annual meeting processes as it can be centralize in one single application. Besides that, all processes such as registration, dividend's payment and election can be done in a safety and secured environment as it can also reducing cost, time, manpower and risk which normally been wasted in current annual meeting processes. In addition, all data and information regarding the annual meeting processes can easily been recorded and maintained. Instead of making the process goes in a fast, safe and proper ways, the validity and originality of the data will also been ensured.

For the stakeholder, instead of easily go through all annual meeting processes, their role as a KTMSAB stakeholder will be more protrude as they can sort the annual meeting topic based on the priority of their significance. Furthermore, with add on of Kiosk environment, the system will totally user friendly for user especially stakeholder who came from various age and background. As a result, the system will increase the effectiveness of KTMSAB annual meeting and also satisfactions among KTMSAB stakeholders.

1.6 Expected Output

System will be able to produce a faster and easy registrations process for the KTMSAB stakeholder and officer. In addition, system can create new annual meeting processes, list of current and previous annual meeting attendance, and modification of stakeholder's information and attendance.

System will also able to calculate stakeholder's dividend base on their choice and generate a pay slip for the dividend's payment process. Furthermore, system will generate a chart of meeting topic sorting by the amount from stakeholder's vote. System will provide a user friendly interface for an election process via Kiosk and again generate the chart of candidate's situation based on the amount of stakeholder's vote.

1.7 Conclusion

The KTMSAB Annual Meeting Monitoring System is a fully computerized system used to manage and monitor all KTMSAB annual meeting processes. Generally there are four main module in the system which are the registration module, dividend's payment module, meeting issues module, and election module. KTMSAB Annual Meeting Monitoring System will be used by KTMSAB officer and stakeholder.

The main objective of KTMSAB AMMS is to centralize all KTMSAB annual meeting processes as it can easily been monitored and managed. Besides that, KTMSAB AMMS exist to reduce the risk, conflict and problems during the registration, election, and dividend's payment process. In addition, KTMSAB AMMS used to increase the effectiveness of KTMSAB annual meeting and also satisfy the stakeholders as the system create an easy way for the stakeholders to go through all the processes during KTMSAB annual meeting.

Next chapter will discuss the details of project literature and methodology approach. This is including the details description of fact and finding process, project methodology, and project hardware and software requirements include schedule and project milestones.