





















MINUTES OF MEETING

Minutes Of Meeting (MOM)

show 10 20 all rows

search

#	Meeting Date / Time	Estimate Date / Time	Meeting Num	Topic	Location	Created By	Action
1	05 Oct 2022 07:15 AM	05 Oct 2022 08:00 AM	372/BEP-MOM/09/22	Meeting Koordinasi BEP	Vessel Warehouse & Workshop	wijam	 
2	27 Sep 2022 07:15 AM	27 Sep 2022 08:00 AM	371/BEP-MOM/09/22	Meeting Koordinasi BEP	Vessel Warehouse & Workshop	wijam	 
3	08 Sep 2022 07:30 AM	08 Sep 2022 08:30 AM	369/BEP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wijam	 
4	29 Aug 2022 07:30 AM	29 Aug 2022 08:30 AM	366/BEP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wijam	 
5	25 Aug 2022 07:30 AM	25 Aug 2022 08:30 AM	365/BEP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wijam	 
6	24 Aug 2022 07:15 AM	24 Aug 2022 07:45 AM	089/BEP-MOM/08/22	Meeting Koordinasi BEP	Vessel Warehouse & Workshop	wijam	 
7	04 Aug 2022 07:30 AM	04 Aug 2022 08:00 AM	059/BEP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wijam	 
8	03 Aug 2022 07:30 AM	03 Aug 2022 08:30 AM	358/BEP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wijam	 
9	02 Aug 2022 07:30 AM	02 Aug 2022 08:30 AM	357/BEP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wijam	 
10	01 Aug 2022 07:30 AM	01 Aug 2022 08:30 AM	356/BEP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wijam	 



Showing 1 to 10 of 10 entries



Minutes of meeting menampilkan catatan rincian dari suatu meeting. Untuk menambah MoM baru, klik tombol “+ Add MoM” di pojok kanan atas.

Add Minutes Of Meeting (MOM)

Topic

Location

Meeting Date Time  
start date *start time*

Estimate Meeting End Time  
end date *end time*

Masukan detail meeting dari topik, lokasi, tanggal dan waktu meeting dimulai, serta waktu meeting berakhir. Kemudian klik save.

Back

Minutes of Meeting Detail

Minutes Of Meeting (MOM)

show 10 entries

search

#	Meeting Date / Time	Estimate Date / Time	Meeting Num	Topic	Location	Created by	Action
1	05 Oct 2022 07:15 AM	05 Oct 2022 08:00 AM	372/BP	Meeting Koordinasi BEP	Vessel Warehouse & Workshop	wilpan	
2	27 Sep 2022 07:15 AM	27 Sep 2022 08:00 AM	371/BP-MOM/09/22	Meeting Koordinasi BEP	Vessel Warehouse & Workshop	wilpan	
3	08 Sep 2022 07:30 AM	08 Sep 2022 08:30 AM	368/BP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wilpan	
4	26 Aug 2022 07:30 AM	29 Aug 2022 08:30 AM	366/BP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wilpan	
5	25 Aug 2022 07:30 AM	25 Aug 2022 08:00 AM	365/BP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wilpan	
6	24 Aug 2022 07:15 AM	24 Aug 2022 07:45 AM	363/BP-MOM/08/22	Meeting Koordinasi BEP	Vessel Warehouse & Workshop	wilpan	
7	04 Aug 2022 07:30 AM	04 Aug 2022 08:00 AM	359/BP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wilpan	
8	03 Aug 2022 07:30 AM	03 Aug 2022 08:15 AM	358/BP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wilpan	
9	02 Aug 2022 07:30 AM	02 Aug 2022 08:00 AM	357/BP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wilpan	
10	01 Aug 2022 07:30 AM	01 Aug 2022 08:00 AM	356/BP-MOM/08/22	Meeting Koordinasi BEP	Virtual Meeting Google Meet	wilpan	

Showing 1 to 10 of 10 entries

Untuk melihat detail dari meeting, klik pada kolom Topic. Akan ditampilkan detail seperti gambar di bawah.

Detail

Meeting Date Time : Wednesday, 05 October 2022 | 07:15
Estimate Meeting End Time : Wednesday, 05 October 2022 | 08:00
Topic : Meeting Koordinasi BEP
Location : Vessel Warehouse & Workshop

Attendance MOM

show 10 entries

search

#	Name	Position	Email	Phone	Signature
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No data available in table

Showing 0 to 0 of 0 entries

Back

Attendance Table

Detail Back

Meeting Date Time : Wednesday, 05 October 2022 | 07:15
Estimate Meeting End Time : Wednesday, 05 October 2022 | 08:00
Topic : Meeting Koordinasi BEP
Location : Vessel Warehouse & Workshop

Attendance **MOM**

Show 10 entries





#	Name	Position	Email	Phone	Signature	+ Add
No data available in table						

Showing 0 to 0 of 0 entries

Ada dua tab di bawah detail meeting, yaitu tab *Attendance* dan *MOM*. Tab Attendance menampilkan kehadiran dari peserta meeting.

Attendance **MOM**

Show 10 entries

#	Name	Position	Email	Phone	Signature	+ Add
1						
2						

Showing 1 to 2 of 2 entries

Untuk menambah peserta kehadiran baru, Klik tombol “+ Add”.

Back

Add Attendance

Name

Full Name

Company

Company

Position

Position

Email

ex: example@mail.com

Phone Number

ex: 01234567890

Signature

☒ Upload ☐ Sketch

Signature File

Choose File

No file chosen

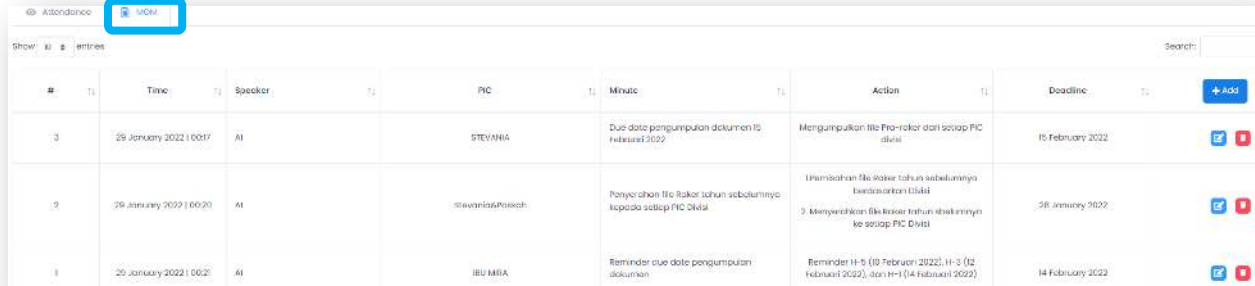
Close

✓ Save

Isi semua kolom yang diperlukan. Untuk tanda tangan, ada dua cara untuk mengisinya. Pertama, upload tanda tangan yang sudah tersedia dengan klik terlebih dahulu pada “upload”. Kedua, sketsa tanda tangan secara langsung dengan klik terlebih dahulu pada “sketch”. Klik save jika semua sudah terisi.

Back

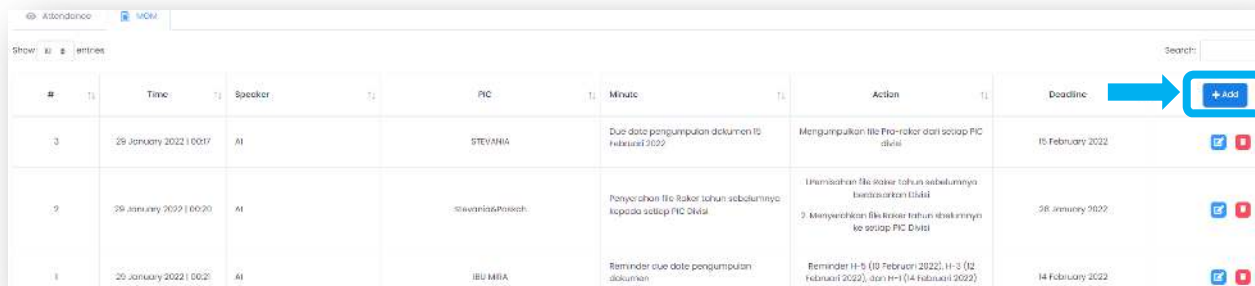
MoM Table



The screenshot shows a web application interface with a top navigation bar containing 'Attendance' and 'MoM' tabs. The 'MoM' tab is highlighted with a blue box. Below the tabs is a table with columns: #, Time, Speaker, PIC, Minute, Action, and Deadline. The table contains three rows of meeting data. To the right of the table is a search bar and a '+ Add' button.

#	Time	Speaker	PIC	Minute	Action	Deadline
3	29 January 2022 00:17	AI	STEVANIA	Dua date pengumpulan dokumen 10 Februari 2022	Mengumpulkan file Pro-takar dari setiap PIC divisi	10 February 2022
2	29 January 2022 00:20	AI	StevaniaPurwati	Pengyoran file itakar tahun sebelumnya kepada setiap PIC Divisi	1. Pemisahan file itakar tahun sebelumnya berdasarkan divisi 2. Menyebarkan file itakar tahun sebelumnya ke setiap PIC Divisi	28 January 2022
1	20 January 2022 00:21	AI	IEU MIRA	Reminder due date pengumpulan dokumen	Reminder 11-5 (10 Februari 2022), 11-3 (12 Februari 2022), dan 11-1 (14 Februari 2022)	14 February 2022

Tabel MoM digunakan untuk menampilkan detail meeting.



This screenshot is identical to the one above, but with a blue arrow pointing to the '+ Add' button in the top right corner of the table area.

#	Time	Speaker	PIC	Minute	Action	Deadline
3	29 January 2022 00:17	AI	STEVANIA	Dua date pengumpulan dokumen 10 Februari 2022	Mengumpulkan file Pro-takar dari setiap PIC divisi	10 February 2022
2	29 January 2022 00:20	AI	StevaniaPurwati	Pengyoran file itakar tahun sebelumnya kepada setiap PIC Divisi	1. Pemisahan file itakar tahun sebelumnya berdasarkan divisi 2. Menyebarkan file itakar tahun sebelumnya ke setiap PIC Divisi	28 January 2022
1	20 January 2022 00:21	AI	IEU MIRA	Reminder due date pengumpulan dokumen	Reminder 11-5 (10 Februari 2022), 11-3 (12 Februari 2022), dan 11-1 (14 Februari 2022)	14 February 2022

Klik "+ Add" untuk menambah MoM, setelahnya akan menampilkan form di bawah ini.

Speaker	<input type="text" value="Speaker"/>
PIC	<input type="text" value="PIC"/>
Minutes	<div><div><div>↶ ↷</div><div>Paragraph ▾</div><div>B <i>I</i></div><div><div>≡ ≡ ≡ ≡</div><div>≡ ≡</div></div></div><div><div>Write Minutes Of Meeting Here . .</div><div><div>P</div><div>POWERED BY TINY</div></div></div></div>
Action	<div><div><div>↶ ↷</div><div>Paragraph ▾</div><div>B <i>I</i></div><div><div>≡ ≡ ≡ ≡</div><div>≡ ≡</div></div></div><div><div>Write Action Here . .</div><div><div>P</div><div>POWERED BY TINY</div></div></div></div>
Deadline	<input type="text" value="07/11/2022"/>

Close

+ Save

Masukan detail meeting, dari pembicara, PIC, pertanyaan dan jawaban dari topik meeting, serta deadline. Lalu klik save.

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