

MINUTES OF MEETING

Minutes Of Meeting (MoM)



#	Meeting Date Time	Estimate Date Time	Meeting Num	Topic	Location	Created by	Action	
1.	09 Oct 2022 07:00 AM	09 Oct 2022 08:00 AM	372/BEP-MoM/08/22	Meeting Recording BEP	Vessel Warehouse & Workshop	wijarn		
2.	27 Sep 2022 07:00 AM	27 Sep 2022 08:00 AM	371/BEP-MoM/08/22	Meeting Recording BEP	Vessel Warehouse & Workshop	wijarn		
3.	08 Sep 2022 07:00 AM	08 Sep 2022 08:00 AM	369/BEP-MoM/08/22	Meeting Recording BEP	Virtual Meeting Google Meet	wijarn		
4.	29 Aug 2022 07:00 AM	29 Aug 2022 08:00 AM	366/BEP-MoM/08/22	Meeting Meeting BEP	Virtual Meeting Google Meet	wijarn		
5.	26 Aug 2022 07:00 AM	26 Aug 2022 08:00 AM	365/BEP-MoM/08/22	Meeting Recording BEP	Virtual Meeting Google Meet	wijarn		
6.	24 Aug 2022 07:00 AM	24 Aug 2022 07:45 AM	169/BEP-MoM/08/22	Meeting Recording BEP	Vessel Warehouse & Workshop	wijarn		
7.	04 Aug 2022 07:30 AM	04 Aug 2022 08:00 AM	599/BEP-MoM/08/22	Meeting Recording BEP	Virtual Meeting Google Meet	wijarn		
8.	03 Aug 2022 07:00 AM	03 Aug 2022 08:00 AM	358/BEP-MoM/08/22	Meeting Meeting BEP	Virtual Meeting Google Meet	wijarn		
9.	02 Aug 2022 07:00 AM	02 Aug 2022 08:00 AM	367/BEP-MoM/08/22	Meeting Meeting BEP	Virtual Meeting Google Meet	wijarn		
10.	01 Aug 2022 07:00 AM	01 Aug 2022 08:00 AM	355/BEP-MoM/08/22	Meeting Meeting BEP	Virtual Meeting Google Meet	wijarn		

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	Topic		
Location	Location		
Meeting Date Time	dd/mm/yyyy start date	--::--	start time
Estimate Meeting End Time	dd/mm/yyyy end date	--::--	end time

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

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Minutes of Meeting Detail

Minutes Of Meeting (MOM)									
#	Meeting Date Time	Estimate Date Time	Meeting Num	Topic	Location	Created by	Action		
1	09 Oct 2022 07:35 AM	09 Oct 2022 08:00 AM	372/BP	Q Meeting Koordinasi BEP	Vessel Warehouse & Workshop	wijarn			
2	27 Sep 2022 07:35 AM	27 Sep 2022 08:00 AM	371/BEP-MOM/09/22	Q Meeting Koordinasi BEP	Vessel Warehouse & Workshop	wijarn			
3	08 Sep 2022 07:30 AM	08 Sep 2022 08:00 AM	369/BEP-MOM/08/22	Q Meeting Koordinasi BEP	Virtual Meeting Google Meet	wijarn			
4	26 Aug 2022 07:30 AM	26 Aug 2022 08:00 AM	370/BEP-MOM/08/22	Q Meeting Meeting BEP	Virtual Meeting Google Meet	wijarn			
5	25 Aug 2022 07:30 AM	25 Aug 2022 08:00 AM	365/BEP-MOM/08/22	Q Meeting Koordinasi BEP	Virtual Meeting Google Meet	wijarn			
6	24 Aug 2022 07:30 AM	24 Aug 2022 07:45 AM	369/BEP-MOM/08/22	Q Meeting Koordinasi BEP	Vessel Warehouse & Workshop	wijarn			
7	04 Aug 2022 07:30 AM	04 Aug 2022 08:00 AM	359/BEP-MOM/08/22	Q Meeting Meeting BEP	Virtual Meeting Google Meet	wijarn			
8	03 Aug 2022 07:30 AM	03 Aug 2022 08:00 AM	358/BEP-MOM/08/22	Q Meeting Meeting BEP	Virtual Meeting Google Meet	wijarn			
9	02 Aug 2022 07:30 AM	02 Aug 2022 08:00 AM	357/BEP-MOM/08/22	Q Meeting Meeting BEP	Virtual Meeting Google Meet	wijarn			
10	01 Aug 2022 07:30 AM	01 Aug 2022 08:00 AM	355/BEP-MOM/08/22	Q Meeting Meeting BEP	Virtual Meeting Google Meet	wijarn			

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

Detail																													
Meeting Date Time Wednesday, 05 October 2022 07:35 Estimate Meeting End Time Wednesday, 05 October 2022 08:00 Topic Meeting Koordinasi BEP Location Vessel Warehouse & Workshop																													
Attendance MOM																													
Show: 10 entries Search: <input type="text"/>																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Name</th> <th>Position</th> <th>Email</th> <th>Phone</th> <th>Signature</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="10" style="text-align: center;">No data available in table</td></tr> </tbody> </table>										#	Name	Position	Email	Phone	Signature					No data available in table									
#	Name	Position	Email	Phone	Signature																								
No data available in table																													
Showing 0 to 0 of 0 entries < >																													

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Attendance Table

The screenshot shows the 'Detail' view of a meeting. At the top, there is a summary box with the following information:

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

Below this, there are two tabs: 'Attendance' (selected) and 'MoM'. A search bar and a 'Back' button are also present.

The main area is a table with the following columns: #, Name, Position, Email, Phone, and Signature. The table currently displays the message: "No data available in table".

At the bottom, it says "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.

This screenshot shows the same 'Attendance' table from the previous view, but now it contains two entries:

#	Name	Position	Email	Phone	Signature
1					
2					

A blue arrow points to the '+ Add' button at the top right of the table header.

At the bottom, it says "Showing 1 to 2 of 2 entries".

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

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Add Attendance

Name

Company

Position

Email

Phone Number

Signature Upload Sketch

Signature File No file chosen

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.

MoM Table

#	Ts	Time	Tg	Speaker	Tg	PIC	Tg	Minute	Tg	Action	Tg	Deadline	Tg	+Add
3		29 January 2022 00:17		AI		STEVANIA		Dua date pengumpulan dokumen 10 Februari 2022		Mengumpulkan file Pro-raker dari setiap PIC divisi		15 February 2022		
9		29 January 2022 00:20		AI		STEVANIA&Puspita		Penyerahan file Raker tahun sebelumnya kepada setiap PIC Divisi		1. Penyerahan file Raker tahun sebelumnya kepada setiap PIC Divisi 2. Meryerahkan file Raker tahun sebelumnya ke setiap PIC Divisi		26 January 2022		
11		29 January 2022 00:21		AI		IBU MIRA		Reminder due date pengumpulan dokumen		Reminder H-5 (10 Februari 2022), H-3 (12 Februari 2022), dan H-1 (14 Februari 2022)		14 February 2022		

Tabel MoM digunakan untuk menampilkan detail meeting.

#	Ts	Time	Tg	Speaker	Tg	PIC	Tg	Minute	Tg	Action	Tg	Deadline	Tg	+Add
3		29 January 2022 00:17		AI		STEVANIA		Dua date pengumpulan dokumen 10 Februari 2022		Mengumpulkan file Pro-raker dari setiap PIC divisi		15 February 2022		
9		29 January 2022 00:20		AI		STEVANIA&Puspita		Penyerahan file Raker tahun sebelumnya kepada setiap PIC Divisi		1. Penyerahan file Raker tahun sebelumnya kepada setiap PIC Divisi 2. Meryerahkan file Raker tahun sebelumnya ke setiap PIC Divisi		26 January 2022		
11		29 January 2022 00:21		AI		IBU MIRA		Reminder due date pengumpulan dokumen		Reminder H-5 (10 Februari 2022), H-3 (12 Februari 2022), dan H-1 (14 Februari 2022)		14 February 2022		

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

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Speaker	Speaker
PIC	PIC
Minutes	<p>Write Minutes Of Meeting Here ..</p> <p>P</p> <p>POWERED BY TINY</p>
Action	<p>Write Action Here ..</p> <p>P</p> <p>POWERED BY TINY</p>
Deadline	07/11/2022
<p style="text-align: right;">Close + Save</p>	

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

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