

ABSTRACT

The Regional Secretariat is part of the Regional Government led by the Regional Secretary who has the task of being an organizer in government services, administration, finance, human resources, organization, and assisting the Regent in formulating a regional policy. To carry out formal communication, workplans, coordination, supervision, and cooperation a meeting will be held. In the process of this meeting, the meeting participants who were a combination of regional representatives and institutions were given a printed document containing the basis of the meeting itself. Later, the documentation process is carried out to provide revisions or suggestions for the manuscript of the file. Documentation and meeting processes are still manual and considered inefficient. Therefore by taking advantage of current information technology developments, a solution was found for this by using a video meeting application. Video meeting application is used to hold discussion meetings, monitoring, and communicate efficiently, easily, and can be done online. One of the widely used video meeting applications is Zoom Meeting. Where this application has many interesting features and can be used on various devices. In this work an observation was also made regarding the effectiveness and efficiency of using note-taking applications such as Microsoft Word and cloud storage such as Google Drive in the process of storing data resulting from meeting documentations. This report is expected to be able to overcome the problem of the inefficiency of these meeting activities and it is hoped that it can contribute to the development especially for the Informatics study program.