ABSTRACT

Development of Reminder Applications and Documentation Activities Integrate as a Daily Activity Governance Student Association in Pembangunan Jaya University

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An activity agenda is a work plan prepared to achieve goals with a set time. Each activity agenda certainly has documentation as proof that the activity has been carried out. The Information Systems Student Association (HIMASIF) has an activity agenda containing work programs from each division. HIMASIF often experiences obstacles such as schedule clashes, documentation does not reach the participants and activities are not carried out as they should. The obstacles that occur are because the activity agenda is not neatly documented, the absence of activity reminder and the disorganized documentation of activity results. HIMASIF requires improvements to the governance of daily activities it has. This study aims to conduct daily agenda applications with web-based activity reminder and documentation features to improve the governance of HIMASIF's daily activities. Web-based applications developed in this study used waterfall methods with the aim of detecting errors at a stage in order to re-perform activities at a previous stage. The results of this study are integrated activity reminder and documentation applications to aid in documenting and disseminating activity information.

Keywords: *Governance, Activity Agenda, Reminder, Documentation, Application*

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