

# Implementation of Meeting Minutes, Neofeeder and SISTER at STT Humble and STT Berea

AZRIEL CHRISTIAN NURCAHYO, FITRIA ELVI, RIFQI HAMDAD

Teknologi Informasi, Institut Shanti Bhuana  
Kewirausahaan, Institut Teknologi Keling Kumang  
Rekayasa Perangkat Lunak, Universitas Bumigora  
Email : azriel@shantibhuana.ac.id

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## ABSTRACT

High Schools of Technology or abbreviated as STT Humble and STT Berea, are two institutions that are under the Director General of Christian Guidance in monitoring and reporting but must be integrated with the Ministry of Education and Culture through a Neofeeder. So far, the existence of STT Humble in Bengkayang Regency and STT Berea in Ansang, Darit, Landak Regency has become the prima donna for undergraduate higher education for prospective Christian teachers and prospective ministers such as missionaries and pastors. However, in practice, the limitations of information technology-based services in both STTs make it very difficult to see the unavailability of IT personnel. For example, the need to coordinate with each other is not documented in meeting minutes until the existence of the Pddikti feeder application, which has turned into a Neofeeder through monthly updates and a SISTER service for BKD services for each lecturer. Through this community service, the implementation of digital-based meeting minutes for STT Humble, and an online cloud for neo feeder, to the management of VMware-based SISTERS for STT Berea were designed.

**Keywords:** *Meeting Minutes, Neo Feeder, SISTER.*

## 1. INTRODUCTION

The presence of all members in a meeting is an essential factor that can affect the outcome of a meeting in an organization. As meeting schedule changes and requires documentation in its implementation (**Megasari et al. 2015**), the ease of documenting the minutes can make it easier for members who cannot attend a meeting and can later affect the achievement of the company's goals (**Chen and Zheng 2017**). In general, meetings that often take place in an organization such as an institution can be categorized as routine meetings, which are usually held on a weekly period, or large meetings held on a monthly and annual scale, where the planning of the meeting includes the topic or agenda, the purpose of the meeting, documentation of meeting participants and meeting leaders, preparation of meeting schedules, and distribution of meeting results to meeting participants (**FC, Lisnawita, and Yunefri 2020**). With the meeting minutes system, it can make it easier for organizational, managerial parties to archive meeting results, documentation, and it is hoped that all existing administrative activities can be used as proof of inspection and accessed quickly (**Zhu, Liu, and Nakagawa 2017**).

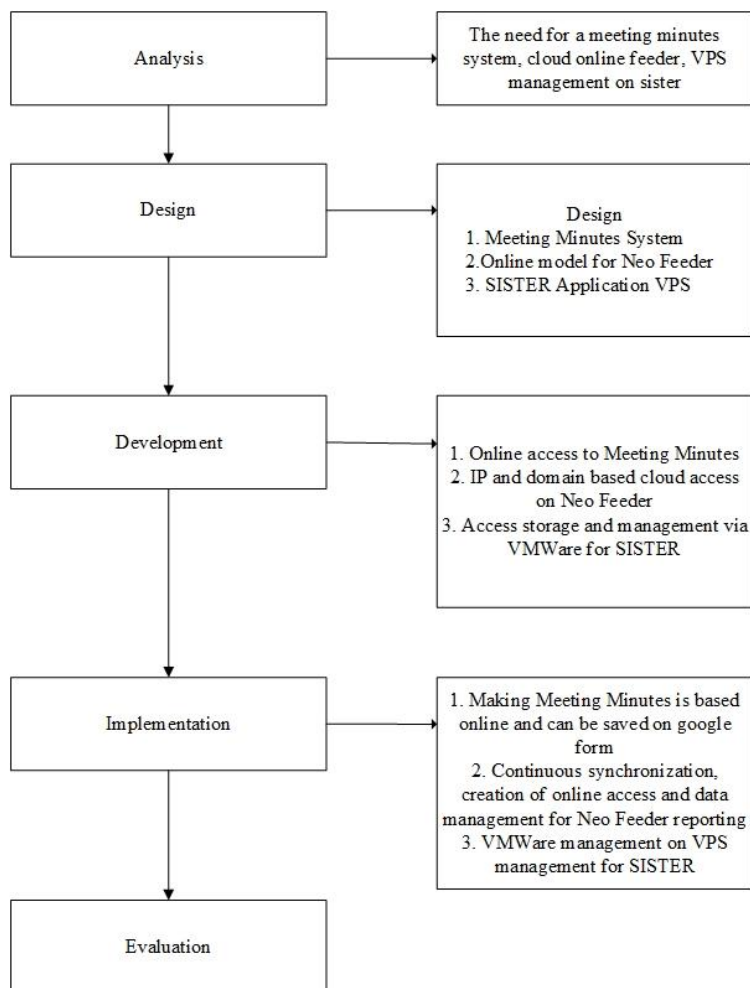
Furthermore, the Higher Education Database System (PDDIKTI) is a series of data storage systems managed by the Data and Information Center (Pusdatin) of the Ministry of Research, Technology and Higher Education, which is currently the Ministry of Research and Technology of the Republic of Indonesia. The data available at PDDIKTI is accurate data from 2002 to the current year because the academic data reporting process is carried out regularly twice a year or every semester **(Ngatmari et al. 2020)**. However, currently, PDDIKTI data is starting to migrate into the latest application, namely Neo Feeder.. Neo Feeder is an application from the Ministry of Education and Culture that will be integrated later with SISTER, the Integrated Resource Information System, which is a program from the Ministry of Research, Technology and Higher Education launched through the Directorate General of Science and Technology Resources and Higher Education. The Neo feeder can be integrated with Merdeka Campus, collecting National Student Registration Number (NISN), faster data prefill process, update on API and microservices sections, and multi-platform operating system so that it can be made public for general access using the ubuntu server, updates periodic application, a fresher appearance, and supported by the latest technological innovations which are expected to make it easier for data managers in universities under the Ministry of Religion and the Ministry of Education and Culture in reporting and synchronizing data **(Putranto 2017)**.

In addition to Neo Feeder, the management of ranks, teaching, and reporting of lecturer performance burdens (BKD) is currently carried out on the Integrated Resource Information System (SISTER) application, where reporting is carried out at the end of each semester for lecturers until approval by the LLDIKTI for supervisors in the implementation of education **(Tinggi 2017)**. On the students' and lectures' side, the data are controlled through the Feeder, and on the lecturers' data management side, they are controlled through the SISTER. The existence of the SISTER can be implemented using a server, both VPS and cloud hosting. Besides that, it can be implemented using windows, ubuntu, and windows server platforms. The SISTER implementation is carried out in three directions, namely from the LLDIKTI, from the Institution, and from external parties such as assessors. The existence of a SISTER also affects the allowance of lecturers to the rank, which will slowly be uniformed in the SISTER application **(Tinggi 2017)**.

In addition to the need for a note-taking system, Neo Feeder SISTER, a review of the Neo Feeder and SISTER platform is needed. One that can be used is VMWare ESXi.T. This is because many technology-based organizations use an operating system through a processor with more than one core, but not all of them can utilize it optimally, considering that one server with one operating system with one public IP will be very wasteful in terms of budget **(Suradkar and Lomte 2020)**. With the opportunity to see the potential utilization of processors that have more than one core, it can be used to run applications and services simultaneously using virtualization techniques on server computers such as ESXi. However, this use also involves servers such as Ubuntu Server for proxy connections so that by utilizing one public IP segment, you can allocate many integrated web servers on cloud domains **(Djordjevic, Furtula, and Timcenko 2020)**. Virtualization technology can emulate physical computing resources such as desktop and server OS, processor and memory, storage systems, and network management. With server virtualization, it can create a virtual environment that allows multiple connections to load on applications or servers running on one computer, but the system assumes it is running on different computers **(Sharma 2017)**.

## 2. METHODS

Community service activities at STT Humble and STT Bera in terms of technology involved 3 points and were carried out using the ADDIE method in 2022 on an ongoing basis, including Analysis, Design, Development, Implementation, and Evaluation, as shown in Figure 1.



**Figure 1. ADDIE Model in Community Service**

In the analysis process, a meeting was held with the management of the two institutions, namely STT Humble and STT Bera, which resulted in three different needs, among others. The first was the need for efficient meeting minutes that could be stored in google drive and google forms on requests for STT Humble, Bengkayang, to facilitate documentation of meeting activities both weekly, monthly, and yearly. The second was the need of STT Bera, Ansang, Darit, which required synchronization and data storage for Pddikti which had turned into Neo Feeder to be accessible online, given the limited IT staff, it certainly made it difficult to update the patch, which had to be done manually from a laptop. The third part was also a requirement from STT Bera, namely for the allocation of SISTER applications, because SISTER requires large storage and quite a lot of access every year for lecturers. In particular, virtualization allocation is needed for making SISTER. These three community service activities were carried out for 45 meetings which were divided as follows:

1. Designing and implementating of online Meeting Minutes, especially STT Humble
2. Creating cloud services for Neo Feeder, especially STT Berea
3. Creating cloud VPS with VMWare for SISTER, especially STT Berea
4. Designing advanced management, such as maintenance, especially for the three applications

### 3. RESULTS AND DISCUSSION

The results of community service activities carried out by the service team were divided into several parts according to the method used by the service team. The first part started with the design and implementation of the recording system at STT Humble, where the system was carried out within one week. This system was made using the interface on Linktree combined with a google form. The interface created can be seen in Figure 2.



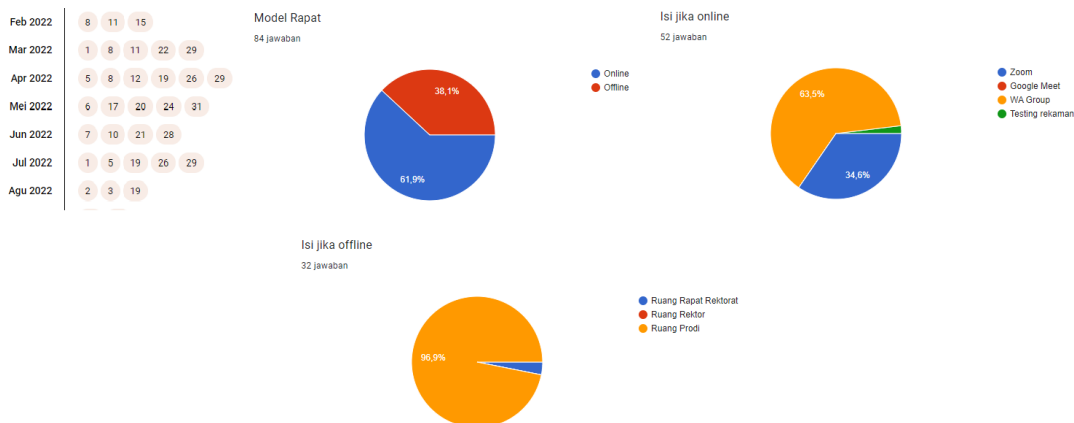
**Figure 2. Display menu of the STT Humble Meeting Minutes System**

Figure 2 shows the interface of the developed system. In the interface, there are several menus, such as the format of the minutes, lecturer meetings, and others. The system that has been developed has been used for various activities in accordance with the features available since February 2022 until now and was been socialized in February 2022. The evidence of the socialization activities can be seen in Figure 3.



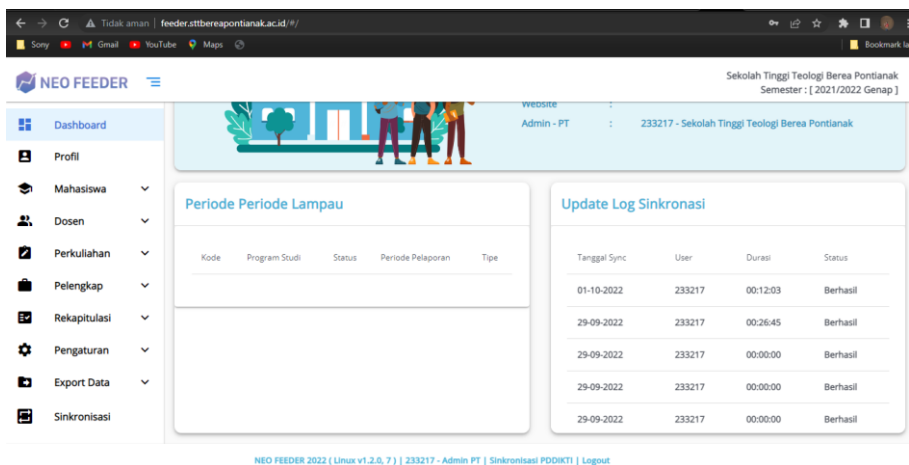
**Figure 3. Socialization of Meeting Minutes at STT Humble Bengkayang**

The utilization of this system is considered quite good. This can be seen from the enthusiasm of the users as evidenced by the drive access that has been held for 84 meetings,, most of which were conducted online and documented through google forms as many as 52 times, and the rest of which were documented offline. Online meetings were carried out by utilizing facilities such as zoom, meet, or video calls on WhatsApp, as shown in Figure 4.



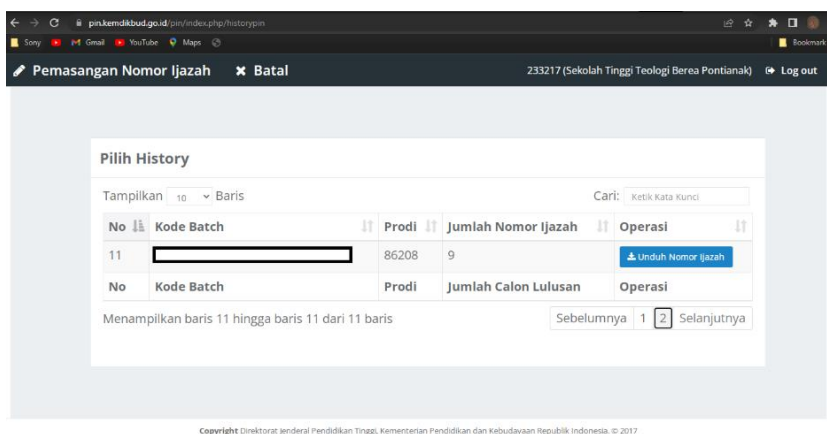
**Figure 4. Using the Meeting Minutes Application at STT Humble Bengkayang**

In the second part, the implementation of online access for the Feeder system, which changed from PDDIKTI Feeder to Neo Feeder, and data processing every semester at STT Berea were hampered due to the relatively large number of Neo Feeder patch updates. In this section, the service team migrated online on the Ubuntu server as a VPS, which could be accessed at <http://feeder.sttbereapontianak.ac.id/> for the STT Berea feeder. After implementing it, the service team provided training to users related to how to input data to students, lecturers, and KRS lectures, to data synchronization. One view of the Feeder portal can be seen in Figure 5.



**Figure 5. Allocation of the Feeder portal to online and data synchronization**

With this service activity, it is hoped that it can help STT Berea in the field of Feeder management, one of which is the return of damaged data due to the use of a laptop as a server. Through this activity, assistance was also provided in the registration of diplomas at the SIVIL PIN for graduates of the even period 2021/2022 who had graduated so that the data could be synchronized by the Ministry of Religion and the Ministry of Education and Culture. The results of the Civil PIN validation registration were successfully carried out with assistance, as shown in Figure 6, and socialization in Figure 7.



**Figure 6. Assistance in registration of the SIVIL PIN for the STT Berea**



**Figure 7. Management Assistance, Filling Feeder and SISTER STT Berea**

In the last or third part, assistance in managing the SISTER application for STT Berea was carried out. SISTER STT Berea can be accessed at <http://SISTER.sttbereapontianak.ac.id>, which can be seen in Figure 8.

No	Nomor Registrasi	Nama	NIP	Jabatan Fungsional	Kepangkatan	Pendidikan Terakhir	Status Serdos	Status Pegawai	Status Aktivitas	Penempatan
1	2329066901	ESTERANI		Asisten Ahli-150.00		S2 - Sekolah Tinggi Teologi Ekklesia Pontianak	Belum Tersertifikasi	NON PNS	Aktif	S1 - Pendidikan Agama Kristen
2	2330017301	FENADA ZIDUHU DAKHI				S2 - Sekolah Tinggi Teologi Ekklesia Pontianak	Belum Tersertifikasi	NON PNS	Aktif	S1 - Pendidikan Agama Kristen
3	2314057101	HASANUDIN		Asisten Ahli-150.00		S2 - Sekolah Tinggi Teologi Injili Indonesia	Belum Tersertifikasi	NON PNS	Aktif	S1 - Teologi (Konservatif)

**Figure 8. SISTER results for STT Berea**

In addition, SISTER requires maintenance in the form of periodic updates so that it can be used continuously. In the third part of this community service series, the service team provided assistance to admin feeders and SISTER so that in the future, they can independently carry out Lecturer BKD, Lecturer Certification, Lecturer Functional Report Reports to support institutional accreditation documents, and study programs that can be taken from SISTER itself. So far, the use of SISTER at STT Berea is still minimal, but it can slowly be increased, which is certainly an added value for STT Berea in terms of information technology.

#### 4. CONCLUSIONS

The existence of assistance during this one-year period for three things, namely meeting minutes system for STT Humble, online Neo Feeder and data entry for STT Berea, as well as VPS management for SISTER at STT Berea, has a significant impact on how Christian universities can sustainably co-exist with technology tTo support institutional service activities later and can be an added value, especially for Institutional accreditation. In addition, this assistance will continue to be carried out in order to maintain good relations between the Shanti Bhuana Institute and the two institutions, namely STT Berea and STT Humble.

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