

MANUAL PENGGUNA SISTEM MYMEETING VERSI 3

PANDUAN UNTUK: URUSETIA MESYUARAT

LANGKAH 1 – DOKUMEN MESYUARAT

1. Muat naik (upload) semua fail minit, kertas kerja dan sebagainya di Sistem myDocs:

<https://mydocs.usim.edu.my/myMeeting>

ROOT > myMeeting > KOD MESYUARAT > TAHUN > **BIL-MESYUARAT**

LANGKAH 2 – MEWUJUDKAN AGENDA MESYUARAT

1. Login ke Sistem myMeeting:

<http://mymeeting.usim.edu.my>

2. Klik pada menu “myMeeting V3”:

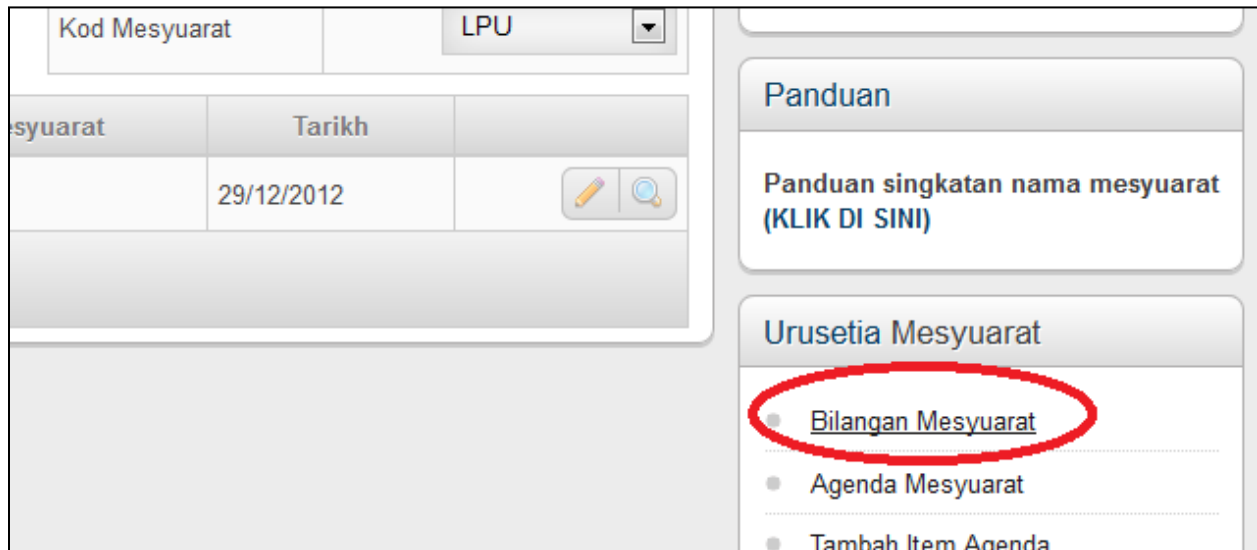


The screenshot displays the myMeeting V3 web application interface. At the top, the logo for 'myMeeting' is visible, along with the text 'Sistem Per'. Below the logo, there is a navigation menu with three items: 'Laman Utama Home', 'Senarai Mesyuarat Sila Pilih Mesyuarat', and 'myMeeting V3 Klik di sini'. The 'myMeeting V3' menu item is circled in red. Below the navigation menu, the main content area is titled 'Agenda Mesyuarat'. This section includes a search bar and two dropdown menus for selecting a meeting code and number.

Search:	
Kod Mesyuarat	Sila pilih mesyuarat ▼
Bilangan Mesyuarat	Sila pilih bilangan mesyuarat ▼

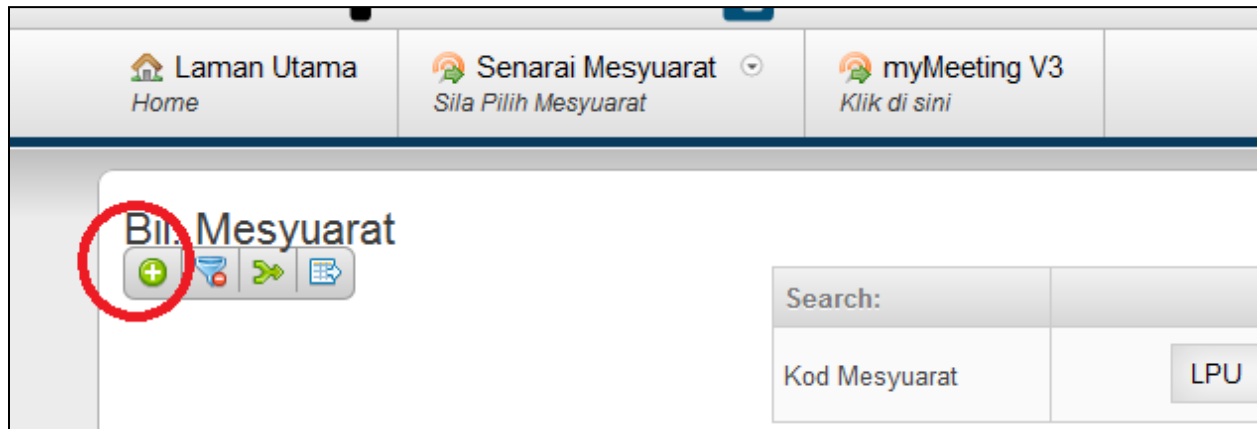
WUJUDKAN BILANGAN MESYUARAT BARU

3. Wujudkan mesyuarat baru: Klik pada menu “**Bilangan Mesyuarat**”:



The screenshot shows a web application interface. At the top, there is a search bar for 'Kod Mesyuarat' with a dropdown menu set to 'LPU'. Below this is a table with columns 'Mesyuarat' and 'Tarikh', containing one row with the date '29/12/2012'. To the right of the table are two sidebar sections: 'Panduan' with a link 'Panduan singkatan nama mesyuarat (KLIK DI SINI)' and 'Urusetia Mesyuarat' with a list of items: 'Bilangan Mesyuarat' (circled in red), 'Agenda Mesyuarat', and 'Tambah Item Agenda'.

4. Klik pada ikon (+) di sebelah kiri-atas:



The screenshot shows a web application interface. At the top, there is a navigation bar with three items: 'Laman Utama Home', 'Senarai Mesyuarat Sila Pilih Mesyuarat', and 'myMeeting V3 Klik di sini'. Below the navigation bar is a sidebar menu with the text 'Bil. Mesyuarat' and a row of icons: a green plus sign (+) circled in red, a blue minus sign (-), a green double arrow, and a blue document icon. To the right of the sidebar menu is a search bar with the text 'Search:' and a dropdown menu set to 'LPU'.

5.
 - i. Pilih **“Kod Mesyuarat”**
 - ii. Masukkan **“Bilangan Mesyuarat”** mengikut format yang telah ditetapkan
KOD-MESY Bil. X/20XX (Tarikh)
 - iii. Masukkan **“Tarikh Mesyuarat”**
 - iv. Klik **“Save”**

The screenshot shows a web form titled "Bil. Mesyuarat". It contains three input fields, each highlighted with a red rectangle:

- Kod Mesyuarat:** A dropdown menu with "LPU" selected.
- Bilangan Mesyuarat:** A text input field containing "LPU Bil. 1/2013 (22/02/2013)".
- Tarikh:** A date input field containing "22/02/2013" with a calendar icon.

At the bottom left of the form, there is a blue "Save" button highlighted with a red circle.

6. Wujudkan agenda mesyuarat: Klik pada menu **“Tambah Item Agenda”**:

The screenshot shows a web interface for managing agendas. On the right side, there is a sidebar menu titled "Urusetia Mesyuarat" with the following items:

- Bilangan Mesyuarat
- Agenda Mesyuarat
- **Tambah Item Agenda** (highlighted with a red circle)
- Papar Senarai Mesyuarat

On the left side, there is a form with a dropdown menu labeled "Sila pilih bilangan mesyuarat" and other input fields.

7. Lengkap ruangan berikut sahaja:

Ruangan di sebelah bawah di isi selepas mesyuarat (jika berkenaan).

AGENDA MESYUARAT

Kod Mesyuarat★ LPU

Bilangan Mesyuarat★ LPU Bil. 1/2013 (22/02/2013)

Perkara Mesyuarat★ 04. PERANCANGAN STRATEGIK USIM

No. Perkara★ 4.1

Tajuk★ Laporan

Fail

Laporan

[https://mydocs....](https://mydocs...)

8. Ruangan “Fail” : Masukkan *hyperlinks* dokumen mesyuarat dari myDocs (copy & paste).

Fail

Laporan

<https://mydocs.usim.edu>

Klik “Simpan”

9. Untuk memaparkan agenda mesyuarat klik pada menu utama “myMeeting V3”

- i. Pilih “Kod Mesyuarat”
- ii. Pilih “Bilangan Mesyuarat”
- iii. Klik “Go”

Agenda Mesyuarat

Search:

Kod Mesyuarat LPU

Bilangan Mesyuarat LPU Bil. 06/2012

Go

No. Perkara	Tajuk	Fail	
▼ 01. ALUAN, PENGESAHAN MINIT DAN MAKLUMBALAS TINDAKAN (3)			
1	Alu-aluan Pengerusi		<input type="checkbox"/>
2	Pengesahan Minit Mesyuarat LPU Bil. 5/2012	Minit Mesyuarat	<input type="checkbox"/>
3	Perkara – Perkara Berbangkit (Maklumbalas Pelaksanaan Tindakan)	Maklumbalas tindakan	<input type="checkbox"/>
▼ 04. PERANCANGAN STRATEGIK USIM (1)			