

Title: Designed and Implementation of Meeting Document Management and Retrieval System

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Abstract: Meetings management system has components to capture, storing/archiving, retrieve, browse, and distribute documents from the system and Security to protect documents from unauthorized access. Lack of proper organization, storage and easy access of meeting documents, bottleneck of keeping paper documents, slow distribution, and misplacement of documents necessitated the need for this work. Document management software that can be used to organize and maintain the records of meetings has been developed. The system, developed as a web application, is based on the use of objects and Web technologies. A search facility is included to support rapid location of topics of interest, and navigation is enabled by the employment of hyperlinks. The system was implemented using asp.net. This document management system can enable users to follow the development of any topic through several meetings of a particular body or committee, Members of the body should be able to have instant and full access to what has been discussed and decided about the given issue no matter how long that had been.