ABSTRACT

One of the most common statements in commerce and industry, made when someone raises a problem or interesting aspect, is to let's have meeting about it. Meetings are activities that are very important in all businesses. Individuals may not solve all kinds of problems in their own group since they may not be able to address their problems themselves. When they found out the problem then they may be able to solve. The advantages of holding meeting are, for examples, they save time by bringing a number of people together to discuss and decide something rather than trying to deal with it in another way, they give an opportunity for various views to be expressed, listened to, discussed, and decided upon.

Meeting is an activity which is time consuming and a lot of extra jobs have to be done in order to organize a meeting; schedule making, location preparation, guest invitation, time control, members announcements, and etc. Many meeting support software has been developed for example NetMeeting software of Microsoft company. There still be problems in those meeting support systems. The main problem is the bandwidth require for voice stream. In the project, a new system called Leader Controlled Multimedia-Interactive Meeting System has been proposed. The proposed system, work in two different ways; one is to work like meeting organizer and the other is to work like on-line meeting by using very low speed voice compression technique.

When it works as meeting organizer, users use the system to register a meeting, to prepare meeting documents, to prepare meeting location, to invite guest speakers or visitors, to announce to all expected participants and to do other things concerning the meeting. This helps users or meeting coordinator to do such extra jobs.

When users use the system as on-line meeting support system, all participants can share documents throughout the network. The documents have to be prepared in electronic format which is standard format for worldwidely used in the Internet. The voice of the meeting leaders is broadcasted to all participants at real-time with few seconds delay. About this voice broadcasting JMF (Java Media Framework) technologies. This enables audio, video and other time-based media to be added to Java applications and applets. Half-duplex voice communication and small size still-images as a document. The bandwidth used is less than 7 kbps.