SOAM MEeting 3

Minutes

**Date**: 12/10/2020

**Time**: 11:00

**Facilitator**: Mary Ryan

**Meeting Location**: Microsoft Teams Online

**Purpose**: To discuss about the functions required about the SOAM

**Minutes Issued By**: Joe Moloney

# In Attendance

Fyaz Ikram – K00237093

Joe Moloney – K00243015

Dylan Parr – k00226039

Pierce Griffin – K00242939

# Approval of Minutes

The minutes were read from the August meeting and approved.

# Objective

The overall objective of the computer project is to investigate the current system, identify all the problems and requirements, and design a computer-based system to resolve the problems so that Sullimar Academy of Music can continue to operate and be successful in a changing and challenging environment.

# Agenda

**Before the meeting:** All participants are expected the review last week’s meeting minutes

* Review topics on the differences between the teachers within the SOAM and outside teachers
* Discuss more functions of the website
* Recap of discussions and next steps
* Ask about the RAD Document in aspect to the Entity List and the List of Documents and Requirements

# Discussion

* Discussed with our customer different payment

methods that need to be used for the website

and also discussed different maintenance methods

and how to track them efficiently. We also came up

with how we are going to sort out the different portals in

regards to the teachers and students

# Actions

* Separate portals for teachers and students and have subcategories for each type of students and teachers
* Credit card payments to be converted to all online
* Pay full amount or in installments
* Maintenance of different instruments every year (who did tuning and maintenance and do date tracking for them)
* Use email to book events (for advertising)
* One to one tuition allocated time (20 mins) every week at the same time no portal needed for them
* Generate the sum and income from different seasons
* No paying staffs and external examiners at the current moment
* 100 max limits for the box office (allocated seats first come serve)
* List of instruments that need repairs and replacements and track them accordingly to the budget

# Announcements

Please make sure that all attendees may take note of any questions to ask for this meeting or to collate and collect as a group to discuss them next week.

# Next Meeting

19/10/2020 | 10:20, Microsoft Teams Online

Motion to adjourn was made at 10:20 a.m. till 10:50.

# Signatures

Fyaz Ikram Joe Moloney Dylan Parr Pierce Griffin