SOAM MEeting 3

Minutes

**Date**: 12/10/2020

**Time**: 10:50

**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

Joe Moloney

Dylan Parr

Pierce Griffin

# 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

# Actions

# 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 | 10:50, Microsoft Teams Online

Motion to adjourn was made at 10:50 a.m. till 11:30.

# Signatures

Fyaz Ikram Joe Moloney Dylan Parr Pierce Griffin