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

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

* ?users/teachers/externalTeachers > separate portals?
* ?Payment methods
* ?Payment installments
* ?Instrument Maintenance
* ?Report Generation

# Actions

* >fullTime students can see portal (timetable etc)
* >Teachers can access own portal
* >shortTime/partTime students don’t need access (example: 15 minutes of learning per week students/lectures)
* >Students can have different rights based on their type (short, part, full)
* >Payments all online – no cash
* >Can Pay Installments or in full
* >Ticketing system for instrument & equipment maintenance
  + >List of required equipment to be replaced
* Report Generation income, expenditure based on time frames/categories/etc
* Book tickets for box office – can book as guest aswell as full account creation (max capacity: 100) – random seat generation (preferably no picking seats)
* See Deliverable Hints 1.1
* Review supplied documents to finalize functionality requirements
* Maintenance : fixed schedule per instrument, log details of maintenance, instrument, who did it etc

# 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 11:00 a.m. till 11:26.

# Signatures

Fyaz Ikram Joe Moloney Dylan Parr Pierce Griffin