**NPD Coding  
Meeting Minutes**

|  |  |
| --- | --- |
| Meeting Purpose: | *Team meeting with Kelly* |
| Meeting Date: | *16/10/2020* |
| Meeting Time: | *11:10* |
| Meeting Location: | *Online* |
| Meeting Facilitator: | *Kelly O’Brien* |
| Attendees: | *Nathan O’Connor,*  *Patrick Moyles,*  *David O’Mahony,*  *Mary Ryan* |
| Minutes Issued By: | *Patrick Moyles* |
| **Discussion** | |
| * Kelly asked how our work was going * David mentioned he needed advice from the group * Kelly helped us with our list of Requirements. * We talked about Who has access to the books? (online), who has admin rights? * Is there an exam manger? Question for next Monday * We talked about who would have access to the system? Students, teachers etc. * We talked about bookings for the box office. Who will keep track of tickets? * What information does a student need to provide when they sign up to a course? * We discussed the idea of maintenance and a ticket system to support it. * Ask Mary if the head teacher has more than the admin? Or are they the same? * What information will students need to provide for an exam? | |
| **Actions** | |
|  | |

| **Signatures** |
| --- |
|  |