**Group 4**

**Customer Meeting Minutes**

**Date:** 28/09/2020

**Time:** 11:10

Come up with a name for our company

Sit exams to obtain certification in a particular area (SAOM Exams)

Contact academy for lessons

List of examiners

Centers throughout the country (take in external students)

What instruments are the students taking an exam in?

Generate a form based on results of exam (physical)

Problems (Cancelling, losing cheques, etc.)

Parents can register and pay for son/daughter to attend classes (tuition)

Exam location/time online

Results online

Book an exam will be online

Supply books for examination (Book examination books SAOM Books)

Timetabling system

Teachers area when they log in

e.g. teaching students with disability / visual impairment etc.

Run performances (Box office area) book to attend performance