**NPD Coding  
Meeting Minutes**

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| Meeting Purpose: | *Customer meeting with SAOM* |
| Meeting Date: | *05/10/2020* |
| Meeting Time: | *11:10* |
| Meeting Location: | *Online* |
| Meeting Facilitator: | *Mary Ryan* |
| Attendees: | *Nathan O’Connor,*  *Patrick Moyles,*  *David O’Mahony,*  *Mary Ryan* |
| Minutes Issued By: | *Nathan O’Connor* |
| **Discussion** | |
| The customer asked to create a repository in GitHub.  The customer asked to clarify the minutes in a more appropriate format.  The customer said the first meeting minutes was more of an Agenda rather than minutes.  The customer went over how the certificates are sent out to students and that an examiner will write comments and marks on a document.  The customer will provide an example of this document.  Customer signed off last weeks minutes but with some conditions. | |
| **Actions** | |
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| **Signatures** |
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