SOAM MEeting 3

Minutes

**Date**: 05/10/2020

**Time**: 10:20

**Facilitator**: Mary Ryan

**Meeting Location**: Microsoft Teams Online

**Purpose**: To discuss about the functions required about the SOAM

**Minutes Issued By**: Fyaz Ikram

# In Attendance

Fyaz Ikram – K00237093

Joe Moloney – K00243015

Dylan Parr – k00226039

Pierce Griffin – K00242939

# 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 enrollment features and variations of different variations of instruments
* 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

* ?Students enrollment
* ?Timetables for teachers and students
* ?Courses
* ?users/teachers/externalTeachers > application forms?

# Actions

* There are no online courses at the moment but there may be some instances of online classes if a lockdown occurs
* Applications and exams are done from only online for teachers and students
* Online events booking is also done only online
* Teachers cannot enroll a student in a course
* Students must register for a course and enroll themselves
* Applications for students and teachers for exams, and courses are done separately
* Students can do two or more courses for example vocal and piano
* Simple and broad instruments and no subcategory of each instrument (e.g. piano, violin etc.)
* Need timetables for full-time students and staff
* Do not need timetables for part-time students
* Teachers from all around Ireland will be given a key to access the website and the portal

# 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

12/10/2020 | 10:20, Microsoft Teams Online

Motion to adjourn was made at 10:20 a.m. till 10:50.

# Signatures

Fyaz Ikram Joe Moloney Dylan Parr Pierce Griffin