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

1. Does the business provide it’s own certificates?
   1. Will these be moved online?
2. Does the business provide it’s own exams?
   1. How many exams per year?
   2. Any important notes on exam procedures?
3. Looking to move application forms online?
4. Moving payment online?
   1. If yes – what method of payment for online?
5. How many types of exams are there?
6. Are teachers able to upskill?
   1. If so, How?
7. Looking for Contact Us inquiry form?
8. Looking for online chat rooms?
9. Separate portals for Teachers?
   1. If yes what functions will they need access to?
10. Any additional business functionalities?

# Actions

1. Yes
   1. Results to be processed and viewed online, Certificates will remain a hard copy
2. Yes, keep phone functionality, add signing through online services
   1. 3 Exams per year
   2. Applying for exams preferred to be moved online
3. Yes
4. Yes
   1. Credit Card / PayPal
5. Grade 1, 2 and Grade 3 exams
6. Yes
   1. Can study material and take exams hosted by the academy
7. Yes
8. Yes
9. Yes
   1. Login, View News Info & Up-Coming Events/Webinars/Courses
10. Yes
    1. Box Office – order tickets for performances
    2. Own books are created, can be bought from academy
       1. Payment required for access
       2. Ordering only – no renting
    3. Examiners don’t teach in local area

# 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