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**: Fyaz Ikram and Joe Moloney

# 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 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

* ?Payment methods
* ?Payment installments
* ?Instrument Maintenance
* ?Report Generation
* ?users/teachers/externalTeachers > separate portals?

# Actions

* Separate portals for teachers and students and have subcategories for each type of students and teachers
* Credit card payments to be converted to all online – no cash
* Pay full amount or in installments
* Maintenance of different instruments and equipment’s every year (who did tuning and maintenance and do date tracking for them)
  + List of required equipment to be replaced
* Use email to book events (for advertising)
* One to one tuition for students and teachers allocated time (20 mins) every week at the same time no portal needed for them
* Generate the sum and income from different seasons
* Report Generation income, expenditure based on time frames/categories/etc.
* No paying staffs and external examiners at the current moment
* 100 max limits for the box office (allocated seats first come serve)
* List of instruments that need repairs and replacements and track them accordingly to the budget
* Review supplied documents to finalize functionality requirements

# 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 10:20 a.m. till 10:50.

# Signatures

Fyaz Ikram Joe Moloney Dylan Parr Pierce Griffin