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| **MINUTES OF PRODUCTION MEETING** | |
| Date | 15/03/22 |
| Minutes by | Charlotte Cragg |
| Start | 10:49 |
| End | 11:00 |

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| **Present** |
| Freddie, Sam, Monica, Red, Emma, Nil, Ethan, Charlotte | |
| **Absent** | |
| Atlas | |

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| **Issue** | **Analysis** | **Action** | **By Whom / When** |
| **Received the brief** | Brief- working with year 9 or 10 to make a technique rich production. We are working to support the schools in their teaching. The feeder schools that have been approached are part of the Waverly Federation- Broadwater, Rodborough, Wormer Hill and Glebelands. 2 schools wanting something to support literacy and be a classical text. The other two wanted something to support mental health and anxiety. | This will be our focus throughout the project and we will consider this brief when choosing our scrips | During the whole project |
| **Choosing a script** | We will be offered 3 texts and we can choose between us, one classical text, one mental health and one unknown and we need to reach a decision by the end of the week. | We will look at 3 different scripts this week and consider our favourite. | All in the company during Friday’s lesson. |
| **Election of roles** | We elected the production team:   1. Production Manager- Emma 2. Marketing manager- Nil 3. Social Media manager- Monica 4. Educational manager- Freddie 5. Stage Manager- Charlotte 6. Assistant stage Manager with responsibility for overseeing set- Red 7. Costume- Ethan 8. Set- Atlas 9. Props- Sam | We will take this role on for the rest of the project | We begin from now and will continue for the rest of the project. |
| **A.O.B** | We will elect a Baker of the Week who will provide food each week. This week it will be Nil. We will elect an employee of the week which will be decided by a vote. | We will nominate one person each week for each. | Every Tuesday. |