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| **MINUTES OF PRODUCTION MEETING** | |
| Date | 22/03/22 |
| Minutes by | Samuel Bennett |
| Start | 11:26 |
| End | 12:04 |

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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** |
| **Agree on the minutes from previous minutes** | We all read through the previous meetings minutes and decided that everything covered in the minutes was correct. | No action necessary |  |
| **Allocation of pre -production documents**  **+ Agreeing on a deadline for completion** | First of all we were told about the three pre-production documents – these being the SWOT analysis, the company structure and the Project plan. The SWOT analysis was designated to Freddie and Ethan, the Company structure to Nil and Monica and the Project plan to Charlotte and Emma. We then decided that they are to be finished by our return to college after the easter holiday. | These documents will be completed within the timeframe that has been agreed upon. | 19th of April:  Those completing the documents discussed in analysis. |
| **Project Schedule** | At this point we discussed the need for a project schedule which would be used to detail all of the things that we need to achieve during the process in order for the community tour to go ahead successfully. It was requested that people should bring knowledge of important date with them for the meeting next week so that we can begin filling out the project schedule. | Finding out important dates during the course of the week to bring to the next meeting | All in the company. The next production meeting on the 28th of March |
| **Text we will utilise** | We then discussed the text that we would utilise in our community tour. This text will be an abridged version of Romeo and Juliet developed by Classaction, with the addition of Dead Romeo and Dead Juliet to add a didactic element to the play. | No action necessary |  |
| **Initial design discussion** | We began to discuss design ideas for the performance, first discussing whether we are doing more of a contemporary or period style for the performance. We decided that we would go for a more contemporary style design wise, which Ethan proposed would be more relatable for the client base and that modern day costumes are easier to procure than period costumes. Ethan said that he would create a Pinterest board to collect costume ideas. We decided that the central set piece of the play will be a lamppost, with our reasoning being that it represents the fact that the play takes place on the street, and that we could implement other set ideas to it. Red has proposed that his dad can make the lamppost for us since he is a builder. We also discussed other props that may be necessary for the production including 4 chairs, some small chalkboards, red and white rose petals and possibly some fairy lights (which Monica suggested could be procured from lights4fun.com). We decided that the use of some of the props could be inspired by Wise Children’s production of Wuthering Heights which the majority of the company watched recently at the National Theatre. | No current action necessary |  |
| **Action planning** | We then began action planning for the rest of the week. We first discussed what we would be doing in the res of our lessons this week, that being: lesson 1 – Wednesday – read through of the entire abridged script. Lesson 2 – Friday – finalise the casting of the play. We then heard from our marketing manager, Nil, that she had begun designing a logo, which she described would be a watercolour picture of a rose with the tagline of the play, “This is not a love story” written in stylised writing underneath it. We then discussed further some aspects of design: we decided that the weapons in the performance would be swords from the period that the play is initially set however the play will mostly be developed in a contemporary style, creating a fusion of contemporary and classic. In this fashion we discussed the possibility of the score being made up of pop songs in a style matching the period of Romeo and Juliet. We then discussed the possibility of having live music in the performance, taking inventory of all who could play musical instruments in the company, being harp – Charlotte, piano – Red and Nil, guitar – Sam. Finally we talked about the creation of social media for the tour. Our social media manager, Monica, talked about the creation of an Instagram and TikTok account for the tour and discussed the content that may be uploaded onto them (with these platforms being monitored by Andy) and also decided the username and password for the accounts. There was also an idea put forward to post a commemorative video on the birthday of Shakespeare on the 23rd of April as a topical marketing video. | The creation of at least one of the social media accounts for the tour | The next production meeting on the 28th of March: Monica |
| **A.O.B?** | We discussed and agreed on the idea to designate members of the company to direct sections of the script. | Designation of sections of script for people to direct | On the second lesson in the week: the 25th of March |