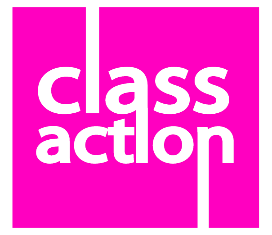
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| **UNIT 4 AGENDA** | |
| Date of Meeting: | 22nd March 2022 |
| Room: | 842 |
| Time: |  |
| Agenda Author: | AWP / EC |

**ROMEO AND JULIET**

**This is not a love story**

1. Allocation of Minute Taking
2. Present / Apologies for absence
3. Agreeing last meetings minutes
4. Allocation of pre-production documentation
   1. SWOT Analysis
   2. Company Structure
   3. Project Plan
5. Agreeing on a deadline for completion of above
6. Project Schedule
   * 1. We need to draw this up next meeting.
     2. Request – please bring important dates with you to this meeting
7. Text we will utilise
   * 1. Simple abridged version
     2. A holding frame added?
8. Initial Design discussion
   * 1. How do we meet the needs of our clients
     2. What will our stage look like
     3. What will our style include – will we take influence from Wise Children?
9. Action Planning
   * 1. Actions for the next two lessons
     2. Marketing – Begin thinking about logo / image / tag line
     3. Costume – Style of piece?
     4. Social Media – nothing out without AP signing off
10. A.O.B.