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| **MINUTES OF PRODUCTION MEETING** | |
| Date | 29/03/22 |
| Minutes by | Nil Yildiz |
| Start | 10:50 |
| End | 12:04 |

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

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| **Issue** | **Analysis** | **Action** | **By Whom / When** |
| **Agreeing last meetings minutes and checking actions from last**  **week’s minutes** | We all agreed the meeting minutes of last week and we checked the actions from last week and agreed with the actions we have taken. | No action necessary |  |
| **Drawing up the Production Schedule** | In this point of our meeting, Emma, our production manager, logged onto the computer and we started to go through our production schedule. This document is one the most vital document regarding our production as it will help us to keep track on our tasks and the needs of our production process. We gone through each target/task and decided on the deadlines/dates for these targets to be completed. We realised that we have already decided and discussed some of the points with this schedule. We utilised the task that needs to be completed by the end of the week and our next production meeting. We had a discussion about the book. We decided that we will nominate someone for each rehearsal to do the book, rather than let Charlotte do all of it and we will release a book schedule for each week, addition to our rehearsal schedule. Furthermore, we made sure that everyone knows their role and responsibility regarding the production schedule and aware of the upcoming dates. | According to our production schedule, by the week of our upcoming production meeting, we will confirm our poster/leaflet design and we would have our initial set design agreed, as well as we will have our initial costume and prop list drawn up. Furthermore, in this upcoming week we will also be discussing our initial lighting design and we will start on building our set. | These are set to be discussed and completed by our first week back after the Easter holidays, on the week of 18/04/2022. |
| **Rehearsal Schedule** | We started on deciding on our rehearsal schedule for the rest of this week (29.03.2022) and for the week of 18.03.2022. Last week we were asked to bring important dates and our availability as this will helps us while deciding on additional rehearsals. This schedule will be updated rarely, throughout this process; therefore we reminded ourselves the importance of this document throughout our rehearsal process. Alongside our rehearsal schedule, we also added the ones will be in charge of the book for every rehearsal. We had discussions about availability of everyone while deciding on additional rehearsals. We made sure that this rehearsal schedule is realistic and achievable. | No action necessary. |  |
| **Initial Set Layout** | We had to make an agreement for the initial set layout, in order our blocking to begin. We had a brief discussion about the set layout and we were certain that we would want to perform in, ‘In The Round’ stage layout. However, we had to decide whether we wanted a square or circle layout. We briefly discussed the pros and cons of these layout and we decided to vote on what we want as a company. Majority of our company voted for circle, as we thought that circle would be more intimate, therefore, we agreed on circle layout. We had to take the measurements for stage layout, and after measuring and making sure that it is not too small and we can all fit in, we took the measure and come to a result. We decided that our circle will be 4”x4” and we will have 8 chairs for cast members and we will sit with the audience, in the same row, when we are not acting. We will have 4 entrance/ audience chairs in the first row and the chair design will be as 2 cast chairs and an audience chair. We decided that in every rehearsal, Red, our assistant stage manager, will take the measurements and will make sure that our stage is ready for the rehearsal process. | No current action necessary. |  |
| **Agreeing on the Logo** | In our last meeting, I proposed to design a logo and I had ideas about designing an abstract watercolour drawing of a rose. In today’s meeting I have showed the two potential logo designs and we voted for the one that we all wanted as our logo. | No action necessary. |  |
| **A.O.B** | I wanted to discuss the headshots with the group and how we can produce a professional, high quality headshot. Our tutor Andy advised that we could take the headshot by ourselves by using ring light and backdrop. Also Emma suggested that she has a photographer friend who could potentially help us with our headshots. After this, we discussed about lighting briefly. We want to have a street lamp in the stage and this lamp will be symbolic to the piece. Therefore, we wanted to do a little research to find the ways that we can use this lamp also in our lighting design. Therefore, our prop manager Sam and Assistant Stage Manager Red decided to carry out this research. | Finding out whether we can use battery operated lighting in our street lamp and potentially doing a brief research about the cost of this action and how we can make it possible. | This action needs be presented by our next production meeting (19.04.2022) Red and Sam will be in charge of this action. |