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| **UNIT 4 AGENDA** |
| Date of Meeting: |  |
| Room: |  |
| Time: |  |
| Agenda Author: |  |

![ClassActionPINK[1]]()

1. Present / Apologies for absence
2. Agreeing last meetings minutes
3. Checking on Actions from last meeting
4. Confirmation of touring schedule
5. Discussion of props and costume
6. Action Planning
7. A.O.B.

![ClassActionPINK[1]]()

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| **MINUTES OF PRODUCTION MEETING**  |
| Date | 19/04/22 |
| Minutes by | Freddie Gillman  |
| Start | 10:53 |
| End | 11:16 |

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| **Present** |
| Sam, Freddie, Monica, Emma, Charlotte, Red, Atlas, Ethan and Nil |
| **Absent** |
| Nobody |

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| **Issue** | **Analysis** | **Action**  | **By Whom / When** |
| **Agree on the minutes from previous minutes** | As a company read through previous minutes and all agreed that they were sufficient and everything that needed to be covered was. | No action necessary |  |
| **Checking on Actions and confirming pre-production paperwork** | Actions confirming that all three aspects of pre-production paperwork were uploaded.* **SWOT Analysis**
* **Company Structure**
* **Project Plan**

All agreed that they were submitted or to be submitted that evening. | Checking all were submitted and well done that evening | Latest by next week’s meeting and next week’s meeting (26th of April) we will check. |
| **Poster design/logo agreed** | Advertisement of the logo being utilised and distributed23rd Saturday, putting something and pushing the performance advertisement (Shakespeare’s birthday)Schools Blurb/Statement to get bookings: Marketing, to be done by Friday to Andy and then sent off.Press release preparation (doesn’t have to be done till next week). | Schools Blurb/Statement to get bookings. | To be done and sent to Andy by Friday. |
| **Initial Props list.** | Discussed: Initial props list: item, where to be sourced, collected and returned....to be completed – live on teams. (That is so people can look and help acquire and manage props). | Acquiring props but leaving that up to Sam as head of props and seems to have that under control. |  |
| **Costume, Set and Lighting/Sound ideas.** | Costume: TBC but ideas are being created and put on a Pinterest board.Set: Karl has made a diagram of how the lamp post will be made and how big it will be in real life (more detailed information on the diagram and is being left to Karl)...7ft tall...Lighting/Sound ideas: LED: research needed...music for the ballroom scene (discussed previously and maybe when confirmed send to Andy or stage manager as well as other music that will be used in the piece such as for the movement sequences)...As stage manager Charlotte is going to coordinate sound.Also update on the rehearsals/facilitators and the book: | To be discussed more in the meeting next week in focus on aspects such as costume lighting/sound and set progressions.  | Next meeting |
| **Company Member of the week** | Karl has been named Company Member of the Week! |  |  |
| **Company baker for next week** | Next week’s company baker is Emma.  | To bake... | Next meeting: Tuesday 26th April |
| **A.O.B?** | There wasn’t any other business discussed. |  |  |