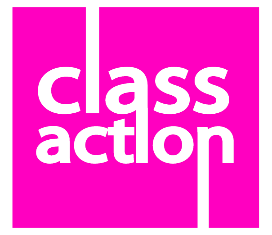
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| **UNIT 4 AGENDA** | |
| Date of Meeting: |  |
| Room: |  |
| Time: |  |
| Agenda Author: |  |



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.



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| **MINUTES OF PRODUCTION MEETING** | |
| Date | 26/04/22 |
| Minutes by | Red Cuthbertson |
| Start | 10:52 |
| End | 11:42 |

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| **Present** |
| Freddie, Sam, Monica, Red, Emma, Nil, Atlas, Charlotte, Ethan | |
| **Absent** | |
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| **Issue** | **Analysis** | **Action** | **By Whom / When** |
| **Agree on the minutes from previous minutes** | We all read through the minutes and actions taken last week, in the meeting, and we all agreed that we had read through them. | No Action necessary. |  |
| **Checking Pre-Production paperwork.** | **When we carried on with the meeting, we got onto the preproduction paperwork that focused on the SWOT, Company structure and the project plan. The SWOT analysis sheet was given to Freddie, he had completed it but all he needed to do was upload it onto Godalming online. We also checked up on the production schedule and we found out that all it needed to do was to be updated. Furthermore, we finally checked up on the project plan that has been uploaded and we could move onto the next part of the meeting as we all agreed there was nothing else to cover.** | No Action necessary. |  |
| **Marketing** | We started off by looking at any social media updates that had to be confirmed or changed, the main priority here was to celebrate Shakespeare’s birthday as it was on the 23rd of April, so Monica had posted a picture on Instagram celebrating Shakespeare’s birthday involving Nils beautiful poster of our production and information on it. | The actions here are, Monica to inform the college about our Instagram account. And press release for Neil has been written however some bits need to be edited. | This is to be completed by the 3rd May. |
| **Initial Props collection** | For this part of the meeting we had to discuss to Sam who is in charge of our production props, He needed to upload his prop sheet, this was all the ideas and lists of props that he had thought of. Also spoke about other props in the meeting thinking about whether we can use swords or not, however this may be something we come back to as swords are quite dangerous and fragile to use so we may have to think of another additional idea. Sam came onto the idea of thinking about what we could use for the balcony, Emma our production manager said that we should use fake Ivy plants to drape over the wooden plank covered by a white sheet, she also spoke about bamboo sticks with a 2 x 2 width and half a metre long, and finally spoke about red and white rose petals that we could use around the lamppost or that some characters use in some of the scenes. | Sam to upload his scene analyses. | This is to be completed by the 3rd May. |
| **Other production schedule updates** | In the final part of the meeting we had to discuss about the production schedule that we needed to understand and complete, this was by looking at what sections we had completed and what sections we needed to do.  Scenes Complete: 1, 3, 5, 6, 8  Scenes for this week: 2, 4, 6 | -Section 2: Weds 27th PAN 2:15-4:15  -Section 4: Fri 29th 4:15-5  + Section 6  -Wednesday 3rd, work chronologically, section 12. | This is to be done by 3rd May |
| **A.O.B** | We had to make sure that we were working on our Logs and get them uploaded, this is something we have to complete individually as homework. |  |  |
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