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| **MINUTES OF PRODUCTION MEETING** | |
| Date | 10/05/22 |
| Minutes by | Monica Forsyth |
| Start | 10:53 |
| End | 11:25 |

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

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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 last weeks meetings minutes and checked last week’s actions as well as agreeing on the actions we have taken. | No action necessary. |  |
| **Marketing** | Firstly, we discussed the marketing progress made starting with a social media update. I had contacted the colleges social media manager Naomi Earnshaw asking for some help with promoting the production and had scheduled a meeting with her later that day to discuss our use of social media. Nil mentioned that she had also sent the press release to the college to circulate. Andy has also contacted the schools we would tour too but has not received any responses yet, so we are slightly behind on our progress for responses currently as we originally wanted to confirm them this week. Emma has also organised our headshots for Wednesday 18th May in PAN time and to be taken by her friend which we will then be able to also use to promote the production. Finally, I need to send the rehearsal photos to Andy in order for him to share them on Class Action’s social media. | Having a meeting with Naomi Earnshaw and also need to Andy some pictures and videos in order for them to be uploaded to Class Action’s social media. Andy will also contact the schools at the end of the week to try and receive a response. I have got the rehearsal photos but need to send them to Andy in order for them to be posted. | The meeting with Naomie Earnshaw will be completed by the end of the day but the other items need to be completed before next week’s meeting. |
| **Initial Props collection** | We then discussed the development of props and as Sam is in charge of props, he mentioned how he has got the prop box in the scene dock and has started gathering props. The only prop that is currently being struggled to source are swords to use during the fight scenes. the difficulties of using swords within the ‘in the round’ stage layout was also mentioned as a potential problem. | No current action necessary. |  |
| **Other production Schedule Updates** | We then discussed the book, which is slightly behind due to Unit 1 but will update it throughout the week. The schedule was also mentioned but has been updates as it goes up to the last section- section 18 of the script. When discussing the schedule, the importance of becoming off script was highlighted as we need to have learnt our lines in order to do an off-script run. Ethan then gave a costume update as now that he is back in college and has started sourcing costumes such as a jacket for Romeo and Tybalt’s outfit. He also mentioned the idea of the base outfits being a shirt with red ties for the Capulets and blue ties for the Montagues with cargo trousers. The aim with the trousers is to find cheap matching trousers that are ideally brown. Red then provided a set update where we all decided that the lamppost colour would be black varnished. We also discussed the use of LED lights and how they would work with our in the round stage layout so as a result decided to abandon the use of LED because it would become quite complicated to use them when touring. We have also left the idea of hanging props until closer to the performance or when we have finished blocking as these are things that can be added in nearer the time. Whilst discussing the set Ethan mentioned the idea of using cut-out pages from books rather that can be painted instead of using rose petals that will be slippery when performing in the space. Finally, Charlotte highlighted that she has created a Spotify playlist with all of the songs used throughout the scenes and shared it with us so that we all have access to the music. | We will update the book throughout the week by each individual completing their assigned scene. As a company we need to learn our lines in time for our scheduled first run. | The book should be updated before our next company meeting, next Tuesday. The date set to learn our lines by is Wednesday 25th May for us to do our first full run. |
| **A.O.B** | We discussed the written work that will be submitted and how there is a list on teams that provides a list of all the work that needs to be completed in time for our final submission. | It is up to us when we complete the written work but ideally should be completing the written work as we go along. | There is a Learning Aim A draft due on Wednesday 25th May 2022, and the final submission is 4th July 2022. |