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| **MINUTES OF PRODUCTION MEETING** | |
| Date | 17/05/22 |
| Minutes by | Charlotte Cragg |
| Start | 10:45 |
| End | 11:35 |

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| **Present** |
| Freddie, Sam, Monica, Red, Emma, Nil, Ethan, Charlotte | |
| **Absent** | |
| Atlas was late but apologised before hand | |

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| **Issue** | **Analysis** | **Action** | **By Whom / When** |
| **Looked at last meetings minutes** | The book had been updated for last week but needed to catch up the most recent sessions. | Ethan and Sam will do their sections of the book at 2:45 today. Monica was required to send more photos to Andy and Naomi for social media and marketing purposes. | ASAP |
| **Individual check up** | We did an individual check-up in which everyone said what they wanted to achieve within performance and what they wanted to achieve for their production role.  In performance:  Nil- explore her characterisation and learn line  Freddie- learn lines  Ethan- working on characterisation  Monica- learning lines and understanding the language  Emma- learning lines and working on characterisation  Sam- has already learnt his lines but wants to improve blocking of section 9  Red- learning lines with the actions he does in that moment  Charlotte- learning lines and working on characterisation particularly in the second half when it’s the death scenes.  In production role:  Nil- created a form for everyone’s program information and now needs to put this together  Freddie- started the education pack but needs to continue with this  Monica- take more photos and send them to Andy as well as posting our headshots with a description of our roles  Emma- finishing editing our headshots and ensuring people learn their lines  Sam- finalising props and getting them in by Friday- needs help with petals and a dagger with a blade that goes in  Ethan- gathered all the costumes and wants everything in by Friday  Red- lamp is in college but he needs his dad to cut it down a bit  Charlotte- making sure we know what scenes need blocking or improving, updating the book and checking all props and costumes will be in on time | Everyone needs to do the actions they proposed | Over this coming week |
| **Touring** | It is confirmed that we are touring to Broadwater on the 14th and performing at college on the 15th but the other schools have not confirmed a date | Confirm the dates with the schools we are touring to | ASAP |
| **Education** | Freddie has got Sophie’s PowerPoint from last year to use as a template and has began making his PowerPoint. Broadwater are studying our production for GCSE so this is going to be essential for the students | Freddie needs to continue to complete this | By Monday the 7th |
| **Marketing** | Naomi has shared the trailer on Godalming College’s Instagram but would like some more pictures to post. Freddie needs more photos for the education pack. Emma is finishing editing the headshots. | Monica needs to send photos to Naomi, Andy and Freddie. Once done Emma needs to send headshots to Monica and Freddie | Over this coming week |
| **Other production schedule updates** | Set costumes and props are all sourced | Anything not in college needs to be brought in |  |
| **Rehearsal schedule** | On Wednesday we aim to finish off any scenes incomplete which we can continue on Thursday if we don’t finish. On Friday we will do an off-script run. We plan to rehearse on Monday of half term from 11-7 and Friday 11-3. | We need to attend the rehearsals agreed and ensure we are prepared before attending | Over the next week |
| **Sound** | We discussed whether we have all the music for the production and established that we will find any music that we don’t already have during our Wednesday and Thursday rehearsals. | Charlotte needs to send Spike all the sound links at 2:45 and meet with Spike at 2:45 on Friday to go through all the sound cues on a blank script. | Links sent by Thursday and meeting on Friday |