

LAST UPDATED: 4/16/2021

Chapter 10 task 3

TO DO

Task: Review Final Product

Review the videos after all edits on end date, 4/20/2021.

Priority Low

Due 4/20/2021

Complete 0%

Task: Experimenting

Experiment with different design elements on the final cut of the videos.

Priority Low

Due 4/19/2021

Complete 0%

IN PROGRESS

Task: Commentary

Add commentary to the videos to help listeners understand.

Priority Medium

Due 4/19/2021

Complete 40%

Task: Computer Screen

Monitor fell off the desk and the screen shattered. A new monitor needs to be bought as soon as possible.

Priority High

Due 4/16/2021

Complete 0%

Task: Consult

Consult with stakeholders on how they want to videos to be formatted.

Priority Medium

Due 4/20/2021

Complete 70%

Task: Final Cut

Create the final cut of the videos so they can be reviewed.

Priority High

Due 4/18/2021

Complete 70%

DONE

Task: Gather Footage

Gather all the needed footage for the videos.

Priority High

Due 4/10/2021

Complete 100%

Task: Create Outline

Create a outline/script for the videos.

Priority Medium

Due 4/12/2021

Complete 100%

Task: Rough Cut

Create a rough cut of the videos as a demo for stakeholders.

Priority High

Due 4/14/2021

Complete 100%

Task: New Location

Due to inclement weather, we were unable to film where we wanted. Find a new location to film at.

Priority High

Due 4/10/2021

Complete 100%

Free template found at: <https://sanzubusinessstraining.com/how-to-create-a-kanban-board-template-in-microsoft-excel/>



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