🧾 Agenda

## Meeting Lead: Muntasir Bergam

###### Objective: Conduct a peer review session for the PSA filmed last week, ensuring all members involved have input on the final product within the 30-minute timeframe.

### 1. Opening & Attendance (3 Minutes)

###### • Welcome & Overview: Quick recap of last week’s filming session.

###### • Attendance Check: Personnel Manager takes attendance.

###### • Upcoming events: Go over the upcoming events within one month. Bulldog Preview 2/19 – Film Festival 3/5 : confirm and/or plan attendance.

###### • Purpose of Today’s Meeting: Explain the peer review process and goals.

### 2. Peer Review of PSA (20 Minutes)

• Initial Viewing (5 Minutes)

###### • Watch the full PSA without interruption.

• Structured Feedback (10 Minutes)

###### • Story & Message: Is the message clear and engaging?

###### • Editing & Transitions: Do cuts flow smoothly?

###### • Audio & Music: Is sound balanced and effective?

###### • Overall Impact: Does it achieve its intended effect?

• Prioritizing Changes (5 Minutes)

###### • Identify the most important edits that can be made before submission.

###### • Assign quick adjustments to Junior Editors if time allows.

### 3. Assigning Final Edits & Next Steps (7 Minutes)

###### • Junior Editors: Finalize who will make the changes and by when.

###### • PR Advisor: Ensure final product aligns with FPCTV’s standards.

###### • Confirm Submission Deadline: Establish when and how the final version will be approved.

###### • Upcoming Projects Preview (if time allows).

### End of Meeting

###### • Wrap-up & Dismissal: Thank members for their input and confirm action items.

🔃 Outline

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📝 Notes

📤 Email

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| **Subject** | Meeting Notes - 2/17 |
| FPCTV Club Meeting Notes – 2/17 – Thank you for coming!Meeting Lead: Muntasir BergamObjective: Conduct a peer review session for the PSA filmed last week, ensuring all members involved had input on the final product within the 30-minute timeframe.1. Opening & Attendance (3 Minutes) • Welcome & Overview:  • Muntasir provided a quick recap of last week’s filming, highlighting the production process and any challenges faced.  • Attendance Check:  • The Personnel Manager took attendance to ensure all key members were present.  • Purpose of Today’s Meeting:  • Muntasir outlined the peer review process, emphasizing the importance of constructive feedback to finalize the PSA before submission. 2. Peer Review of PSA (20 Minutes) Initial Viewing (5 Minutes)  • The team watched the PSA in full without interruption to assess its overall impact.  Structured Feedback (10 Minutes)  • Story & Message:  • Members discussed whether the PSA effectively conveyed its message and suggested a few adjustments.  • Editing & Transitions:  • The group reviewed whether cuts flowed smoothly and identified one transition that needed improvement.  • Audio & Music:  • Members evaluated the clarity of spoken lines and the balance of background music, noting a few spots where adjustments were needed.  • Overall Impact:  • The team determined that the PSA achieved its intended effect but could be refined further with minor edits.  Prioritizing Changes (5 Minutes)  • The most critical edits were identified, including:  • Smoothing out an abrupt transition.  • Adjusting audio levels for clarity.  • Refining dialogue in one section for better messaging.  • Junior Editors were assigned specific tasks to improve these areas before submission. 3. Assigning Final Edits & Next Steps (7 Minutes) • Junior Editors:  • They were responsible for finalizing the identified edits by the agreed deadline.  • PR Advisor:  • They reviewed the final version to ensure it aligned with FPCTV’s quality standards before submission.  • Confirm Submission Deadline:  • The finalized PSA was scheduled for review and submission by the designated deadline.  • Upcoming Projects Preview (if time allowed):  • Muntasir briefly introduced upcoming projects for the team to consider. End of Meeting • Wrap-up & Dismissal:  • Muntasir thanked members for their feedback and participation.  • The team confirmed final edits and deadlines before dismissal.  Meeting Outcome: The PSA was on track for finalization, with clear edits assigned and a submission deadline set. Additional clips were also recorded in the last 10 minutes(club started early)   View full meeting agenda: [Here](https://docs.google.com/document/d/1TgDW9yGaSWl-qULAgzYEVrZjeCyJt7vVtkVFmYBVPyM/edit?usp=sharing) | |