🧾 Agenda

## Meeting Lead: Muntasir Bergam

###### Objective: Conduct script writing for the new FPC-TV news intro. Assign people to film edit and act.

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

###### • Welcome & Overview: Quick recap of last week’s Film Festival. Pros and cons for things to carry into next year.

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

###### • Purpose of Today’s Meeting: Explain the process we will follow when writing the script for next years news intro.

### 2. Brainstorming (20 Minutes)

• Initial Ideas (5 Minutes)

###### • Get short ideas about clips to put in the intro

• Music selection (10 Minutes)

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

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

• Reviewing ideas(5 Minutes)

###### • Review the ideas as the script gets written.

###### • Assign actors for the film, people that will be present would be anyone in the club1 that volunteers.

### 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

Ideas:

Intro Song;

Zero - Smashing Pumpkins - 3

500lbs - Lil Tecca - 5

Too Many Nights - Metro, Don Toliver - 0

Sticky - Glorilla - 2

Everyone jump on the table

Camera set up on the tripod so it is still. Pointing at a big tv. Someone turns on the Tv FPC-TV logo

📤 Email

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| --- | --- |
| **Cc** | [Muntasir Bergam](mailto:muntasirber2319@flaglercps.org)[Tracey Hicks-Davis](mailto:hickst@flaglerschools.com) |
| **Subject** | Meeting Notes - 3/11 |
| FPCTV Club Meeting Notes – 3/11 – Thank you for coming!Meeting Lead: Muntasir BergamObjective: Conduct script writing for the new FPC-TV news intro. Assign people to film edit and act.1. Opening & Attendance (3 Minutes)• Welcome & Overview: Quick recap of last week’s Film Festival. Pros and cons for things to carry into next year.• Attendance Check: Personnel Manager takes attendance.• Purpose of Today’s Meeting: Explain the process we will follow when writing the script for next years news intro.2. Brainstorming (20 Minutes) • Initial Ideas (5 Minutes) • Get short ideas about clips to put in the intro • Music selection (10 Minutes) • Audio & Music: Is sound balanced and effective?• Overall Impact: Does it achieve its intended effect? • Reviewing ideas(5 Minutes) • Review the ideas as the script gets written.• Assign actors for the film, people that will be present would be anyone in the club1 that volunteers.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. Meeting Outcome: The News intro for next year is either fully planned or has some finishing touches to go over as the script is finallized.   View full meeting agenda: [Here](https://docs.google.com/document/d/1KEswLs6fGPf3LtUw5lEuHchYFasvJMvEPdZh12UEJhg/edit?usp=sharing) | |