🧾 Agenda

## Meeting Lead: Muntasir Bergam

###### Objective: Script Writing for the New FPC-TV News Intro

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

###### • Welcome & Overview:

###### • Muntasir Bergam opened the meeting with a quick recap of last week’s Film Festival, discussing both the successes and areas for improvement. Key takeaways included better time management and smoother transitions between segments.

###### • Attendance Check:

###### • The Personnel Manager conducted the attendance check.

###### • Purpose of Today’s Meeting:

###### • Muntasir explained the scriptwriting process for the new FPCTV news intro, emphasizing its importance in setting the tone for broadcasts.

### 2. Brainstorming (20 Minutes)

###### • Initial Ideas (5 Minutes):

###### • Members pitched short ideas for visuals in the news intro, including dynamic shots of campus, classroom interactions, and club activities.

###### • Music Selection (10 Minutes):

###### • The team explored potential tracks, considering tempo, mood, and licensing options.

###### • Discussed whether original music should be created or if existing music would be more effective.

###### • Ensured sound balance and overall impact aligned with FPCTV’s vision.

###### • Reviewing Ideas (5 Minutes):

###### • As script writing began, members refined ideas to ensure smooth flow and clear messaging.

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

###### • Junior Editors:

###### • Assigned to finalize the news intro script and begin assembling rough cuts.

###### • Deadline for initial draft: 4/15/2025.

###### • PR Advisor:

###### • Tasked with reviewing the script and final product to ensure alignment with FPCTV’s branding and quality standards.

###### • Submission Deadline:

###### • The final version must be ready for approval by 4/8/2025.

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

###### • Brief mention of upcoming projects and opportunities for involvement.

### End of Meeting

###### • Wrap-up & Dismissal:

###### • Muntasir thanked everyone for their contributions.

###### • Confirmed next steps and deadlines.

🔃 Outline

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📝 Notes

| **Show/Film Name: FPC-TV Intro/Outro** | **SHOOT DATE: Mar, 25th** |
| --- | --- |
| WRITER: Muntasir Bergam | Due Date: April, 15th |

FPC TV NEWS NEW INTRO/OUTRO

FADE INTO

Lights being turned on (all of them)

Going across the news desk

Turning up the sound board (like the original)

Hands in the air counting down by 5 while someone is being anchor (go into blurred)

Turning on the mic

Following the mouse when you press start countdown and start recording

ON AIR light on (like the original)

The script rolling

Focus in the camera to the anchor

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OUTRO

The opposite of the intro (the best parts) Shorter than the intro

| **Video**   1. **Intro clip starts with all the lights being turned on. View switches between each light that is turned on. Camera pans across the news desk.**   **Sound Bars are turned up.**  **Behind the scenes of the news desk is filmed, fingers pointed at the anchor after a countdown from five.**  **On an air light clip, whenever it fits.**  **Teleprompter also inserted in the B-Roll**  **Camera focuses on anchor** | **Audio**  **Music fades in linearly** |
| --- | --- |

📤 Email

| **To** | [Oliver Greene](mailto:olivergre1138@flaglercps.org)[Kristina Serrano](mailto:kristinaser2522@flaglercps.org)[Tyver Weber](mailto:tyverweb0862@flaglercps.org)[Michaela Kochensparger](mailto:michaelakoc0032@flaglercps.org)[Nikyah Renwick](mailto:nikyahren0720@flaglercps.org)[Chloe Foster](mailto:chloefos1469@flaglercps.org)[Nevaeh Serrano Martinez](mailto:nevaehser5804@flaglercps.org)[Anais Serrano Martinez](mailto:anaisser5802@flaglercps.org)[Eusebio Filipe](mailto:eusebiofil0134@flaglercps.org)[David Martins](mailto:davidmar0101@flaglercps.org) [Alyssa Blagodatkov](mailto:alyssabla2170@flaglercps.org) |
| --- | --- |
| **Cc** | [Muntasir Bergam](mailto:muntasirber2319@flaglercps.org)[Tracey Hicks-Davis](mailto:hickst@flaglerschools.com) |
| **Subject** | Meeting Notes - 3/25 |
| FPCTV Club Meeting Notes – 3/25 – Thank you for coming!Meeting Lead: Muntasir BergamObjective: Script Writing for the New FPC-TV News Intro1. Opening & Attendance (3 Minutes)• Welcome & Overview:• Muntasir Bergam opened the meeting with a quick recap of last week’s Film Festival, discussing both the successes and areas for improvement. Key takeaways included better time management and smoother transitions between segments.• Attendance Check:• The Personnel Manager conducted the attendance check.• Purpose of Today’s Meeting:• Muntasir explained the scriptwriting process for the new FPCTV news intro, emphasizing its importance in setting the tone for broadcasts.2. Brainstorming (20 Minutes)• Initial Ideas (5 Minutes):• Members pitched short ideas for visuals in the news intro, including dynamic shots of campus, classroom interactions, and club activities.• Music Selection (10 Minutes):• The team explored potential tracks, considering tempo, mood, and licensing options.• Discussed whether original music should be created or if existing music would be more effective.• Ensured sound balance and overall impact aligned with FPCTV’s vision.• Reviewing Ideas (5 Minutes):• As script writing began, members refined ideas to ensure smooth flow and clear messaging.3. Assigning Final Edits & Next Steps (7 Minutes)• Junior Editors:• Assigned to finalize the news intro script and begin assembling rough cuts.• Deadline for initial draft: 4/15/2025.• PR Advisor:• Tasked with reviewing the script and final product to ensure alignment with FPCTV’s branding and quality standards.• Submission Deadline:• The final version must be ready for approval by 4/8/2025.• Upcoming Projects Preview (if time allows):• Brief mention of upcoming projects and opportunities for involvement.End of Meeting• Wrap-up & Dismissal:• Muntasir thanked everyone for their contributions.• Confirmed next steps and deadlines. Meeting outcome: All members are aware that Muntasir will continue/finish writing the script in his class period. If any member has an idea that they want to be added to the script, reply to this email.   View full meeting agenda: [Here](https://docs.google.com/document/d/1UN4yZcHHqUkwBcAZHzbRVcDQVdEnHWup4ezSG1PanH4/edit?usp=sharing) | |