**Attendance:** Adam.W, Patrick.J, Patrick.M

**Absent:** Jacob.K, Jay.H

**Date/Time:** 6/5/20 - 7.00pm

**Subject:** Assignments 3 & 5

* Assign 2 Debrief
  + Aim for everyone in the team to revise the final document prior to submission, one or two people is inadequate to catch everything that may have been missed.
  + Adam was unable to create the website in Github site created by PatM - play with access settings to find the issue
  + Maybe use O365 for doc sharing, multi-user concurrent editing, in-place editing.
  + Ask Glen if reason for Github is the transparency/open access to check work.
  + Ask Glen if we prefer not to use Github how do we show audit trail of repository.
* Assign 3 Deadlines:
  + Final Project due Week 12 – Sunday 24th May
* Assign 5 Deadlines:
  + Draft Script + Storyboard due Week10 – Sunday 10th May
  + Final Project + Promo Video due Week 12 – Sunday 24th May
* Assign 5 brainstorming notes:
  + Note: Simple presentation with voiceover will score low marks
  + Promo (sales) video to pitch to teachers/dept of education/parents?
    - Find some YouTube videos close to what we’re looking to achieve
    - Zero TV commercials – check out ideas
  + Explain problem, how we’re going to solve
  + Some footage of schools, pan across yard with kids running around – try to find on YouTube, stock footage to avoid legal issues
  + Interview with a kid or two (use Pat’s) – questions TBA
  + Interview a teacher – (Jay contacts) – questions TBA
  + ACA school bullying – rip some news stories and include in the promo
  + News articles – flash up in the video, headlines – Adam found some ABC articles on bullying, hungry kids, etc
  + Statistics – foodbank.org,
  + Maybe have all the voiceover done by various kids and adults – interview kids and ask questions that can be edited into video
* Assign 5 Storyboarding:
  + Prepared draft storyboard with Adam/Pat.J/Pat.M
  + Reviewed online material for production ideas
  + Pat.M to polish up and submit Draft Storyboard by Sunday night 10th May
* Assign 5 division of tasks:
  + Assign 5 production to be Pat.J’s responsibility, incl. illustrations, animation, motion graphics, audio, transitions, after-effects (Nuke/Maya)
  + Content such as backing track, news articles, excerpts, video scene recordings to be provided by Adam/Pat.M – narrator TBA (female preferred with presenter’s voice?)
  + Script to be created by Adam/Pat.M/Pat.J – finalised by Pat.M
* General ideas:
  + Start with targeting secondary schools
* Feedback
  + Everyone required to do this:
  + www.rmit.sparkplus.com.au
  + Sign in with RMIT student number
  + Do a Forgot Password – working now.
  + Assume Glen has visibility to each person's feedback – based on Assign 2, seems so.
* Group Reflection
  + xxx
* Closing comments
  + Jay.H – xxx
  + Jacob.K – xxx
  + Adam.W – xxx
  + Patrick.J – xxx
  + Patrick.M – xxx
* Notes on Final Document
  + Jay to compile
* Next meeting – TBA, keep eye on Teams
  1. Everyone to familiarize with the project, read Assign 2 & PatM Assign1 profile page
  2. Find some YouTube videos close to what we’re looking to achieve ourselves
  3. Find content that would be suitable to include in the video – online material
  4. Think of anything else we could include in the video, how it could be presented
  5. Jay.H – try to tee up a teacher for interview (if possible – questions TBA)
  6. Pat.M work on Assign 3, brain dump every analysis we can include in the project
  7. By Wednesday have some bullet points of what will be in the story board