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

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

**Date/Time:** 12/5/20 - 9.00pm

**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
* Assign 3 division of tasks:
  + Discussed in detail various components of the project
  + Pat.M to create a detailed breakdown of tasks and responsibilities
* 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