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| **TEAM ID:** | NM2023TMID05840 |
| **PROJECT NAME:** | To create brand promo video |
| **DATE:** | 2 November 2023 |

**Debugging and Traceability**

**Debugging:**

1. **Review Your Video Regularly:** Periodically review your video-in-progress to spot any issues such as typos, design inconsistencies, or visual glitches.
2. **Testing:** Test your video by playing it back within Canva to ensure everything looks and sounds as expected. Look for issues like image or text alignment problems, poor audio quality, or any unwanted visual artifacts.
3. **Iterative Editing:** If you find problems, go back to the relevant Canva design elements (images, text, animations) and make necessary edits. Make sure to update the storyboard and script accordingly.
4. **Collaboration:** If you're working in a team, encourage collaborators to review and provide feedback on the video. Their fresh perspective can help identify issues you may have missed.

**Traceability:**

1. **Project Organization:** Keep your Canva project organized. Use folders and labels to categorize your project elements, making it easier to trace and manage assets.
2. **Version Control:** Duplicate your project at significant milestones. For example, create a new version when you've completed a section of the video. This allows you to track the evolution of your project and easily revert to previous versions if needed.
3. **Asset Management:** Use Canva's asset library to store and manage your brand elements, such as logos, colors, and fonts. This ensures consistency throughout your video.
4. **Storyboard and Script:** Maintain a documented storyboard and script. Update these documents as your project progresses. This helps trace your video's narrative and layout.
5. **Feedback Tracking:** Keep a record of feedback and revisions made based on feedback. This helps trace the evolution of your video and ensures you address all relevant comments and suggestions.
6. **Collaboration Notes:** If you're working with a team, make use of Canva's collaboration features, which allow you to leave comments and notes for specific elements. This can be valuable for traceability when discussing changes and improvements.