Multimedia Communication Project

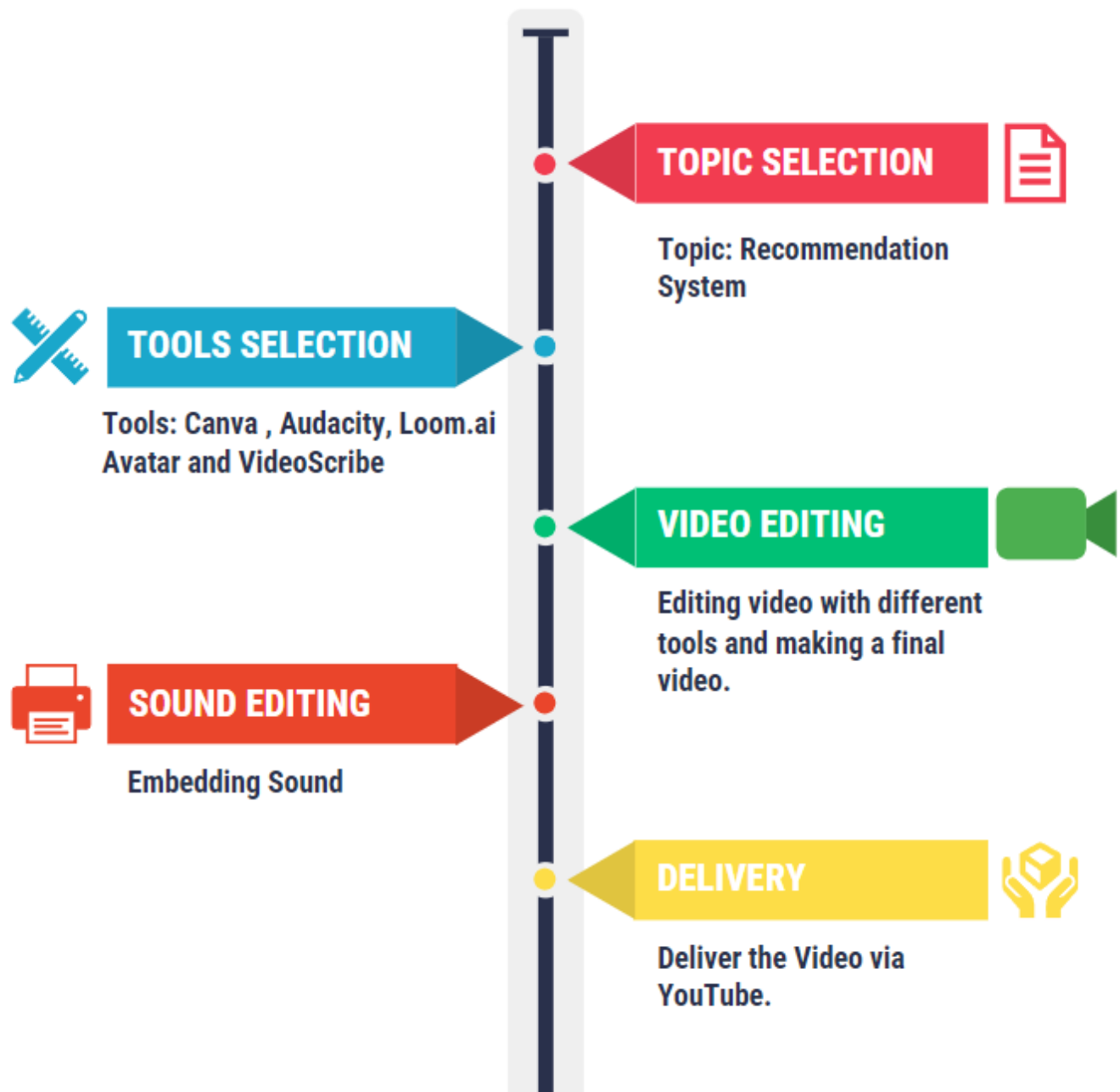| Members:	Role
Maha	Multimedia Specialist
Ibraheem	Project Manager & Voice over Artist
Asim	Subject Matter Specialist
Nimra	Script Writer
Aqib	Graphic Designer & Video Editor

Production Team

MULTIMEDIA COMMUNICATION
PROJECT TIMELINE OVERVIEW

TOPIC SELECTION

Topic: Recommendation System

TOOLS SELECTION

Tools: Canva , Audacity, Loom.ai Avatar and VideoScribe

VIDEO EDITING

Editing video with different tools and making a final video.

SOUND EDITING

Embedding Sound

DELIVERY

Deliver the Video via YouTube.

Day to Day Project Timeline

**Day To Day Project Timeline**

Project Start Date: 31/01/2022
Scrolling Increment: 0

Legend:

| On Track | Low Risk | Med Risk | High Risk | Unassigned |

Milestone Description	Category	Assigned To	Progress	Start	No. Days
Topic Selection	Milestone	Whole Group	100%	31/01/2022	1
Initial Script	Med Risk	Nimra	100%	02/02/2022	3
Information Gathering	Low Risk	Asim	100%	07/02/2022	5
Demo Video	High Risk	Aqib	100%	14/02/2022	5
Initial Video Complete	Milestone	Whole Group	100%	17/02/2022	1
Project Management'	High Risk	Ibraheem	100%	31/01/2022	29
Script improvement	Low Risk	Nimra	100%	17/02/2022	2
Final Video	High Risk	Aqib	100%	21/02/2022	3
Voice Over	On Track	Ibraheem	100%	23/02/2022	1
Designing assistance	On Track	Maha	100%	03/02/2022	26
Video Delivery	Milestone	Whole Group	100%	01/03/2022	1
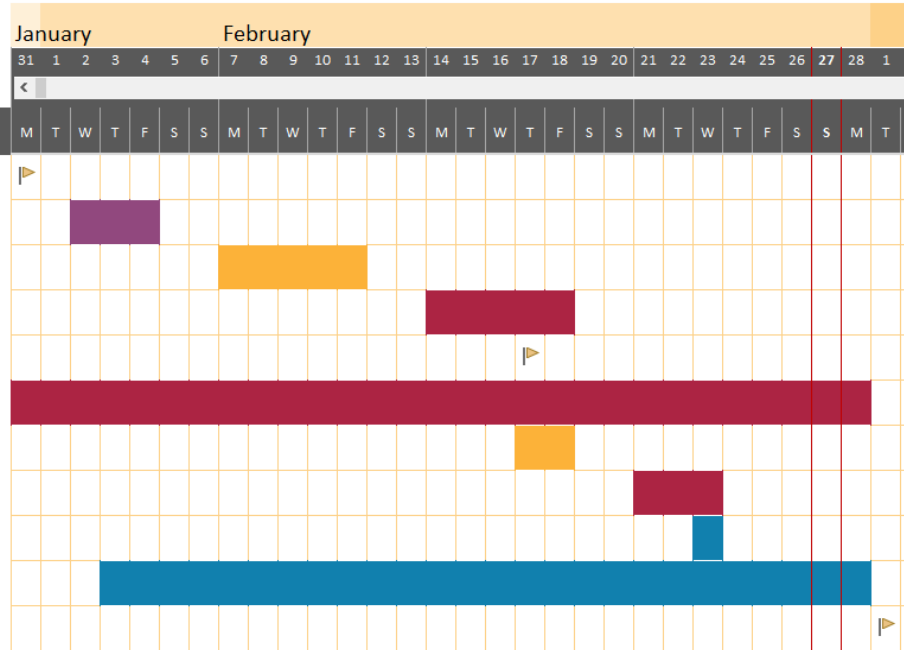
Meeting No	Agenda	Date	Page #
01	Initial Script	31 Jan	04
02	*Understanding the Script and apply the domain knowledge*	4 Feb	05
03	Discussion and reviews on Demo video of the selected topic.	14 Feb	06
04	*Final video*	23 Feb	07
05	*Voice Over*	28 Feb	08

Meeting |01

Meeting called by	Ibraheem	**Attendees**
Type of meeting	Informal	Maha
Facilitator	Ibraheem	Asim
Note taker	Nimra	Aqib
Timekeeper	Ibraheem	Nimra

AGENDA TOPICS

Time allotted | **15 mins** | Agenda topic *Topic Selection* | Presenter **All Group Members**

Discussion on Topic Selection.

Action items	Person responsible	Deadline
Finalizing the Topic	All Group Members	**31 Jan 2022**

Getting input from each group member for topic suggestion

Member :   **Suggested Topic**

Ibraheem :	Sounds , ML
Aqib :	Usage of Social Media
Asim :	11 Dimension
Maha :	ML
Nimra :	Recommended Systems

Meeting conclusion :

Selecting Recommended System topic among other topics.

Meeting |02

Meeting date | time **4 Feb 2022 | 10:00 A.M** | Meeting location **Software Department Seminar Library**

Meeting called by	Ibraheem	Attendees
Type of meeting	Formal	Maha
Facilitator	Ibraheem	Asim
Note taker	Nimra	Aqib
Timekeeper	Ibraheem	Nimra

AGENDA TOPICS

Time allotted | **20 mins** | Agenda topic **Understanding the Script and apply the domain knowledge** | Presenter **Nimra**

Initial script.

Action items	Person responsible	Deadline
Script Presentation	Nimra	**7 Feb 2022**

Presenting script , framing the scenes and finalizing the characters with dialogs.

Meeting Conclusion :

Taking suggestions and Improving the initial script with consent of each group member.

Meeting |03

Meeting date | time **14 Feb 2022 | 10:00 A.M** | Meeting location **Software Department classroom # 2**

Meeting called by	Ibraheem	Attendees
Type of meeting	Formal	Maha
Facilitator	Ibraheem	Asim
Note taker	Nimra	Aqib
Timekeeper	Ibraheem	Nimra

AGENDA TOPICS

Time allotted | **15 mins** | Agenda topic **Demo Video** | Presenter **Aqib**

Discussion and reviews on Demo video of the selected topic.

Action items	Person responsible	Deadline
Checking and review on demo video	All Group Members	**21 Feb 2022**

Getting input from each group member about the demo video.

Meeting conclusion:

Each group member watches the video and gives their opinions. Needs improvement in character selection.

Meeting |04

Meeting date | time **21 Feb 2022 | 10:00 A.M** | Meeting location **Software department classroom #2**

Meeting called by	Ibraheem	Attendees
Type of meeting	Informal	Maha
Facilitator	Ibraheem	Asim
Note taker	Nimra	Aqib
Timekeeper	Ibraheem	Nimra

AGENDA TOPICS

Time allotted | **15 mins** | Agenda topic **Final video** | Presenter *Aqib*

Discussion on final video of the selected topic.

Action items	Person responsible	Deadline
Aqib taking suggestion about the final video and showing the initial video he has made.	Aqib Ali	**23 Feb 2022**

showing the final video to all group members.

Meeting conclusion :

Every one watched the final video and group leader decided the date of final video submission.

Meeting |05

Meeting called by	Ibraheem	Attendees
Type of meeting	Informal	Maha
Facilitator	Ibraheem	Asim
Note taker	Nimra	Aqib
Timekeeper	Ibraheem	Nimra

AGENDA TOPICS

Time allotted | **15 mins** | Agenda topic **Voice over on video** | Presenter **Ibraheem**

Voice Over

Action items	Person responsible	Deadline
Ibraheem gives voice over suggestions on the video and voice-overon the video.		**28 Feb 2022**

Voice over.

Meeting conclusion :

Everyone decided on the final voice-over task and project is completed this was the last meeting.