TEAM EAGLE

Assignments 3 & 5

Team Eagle – Tuesday 26th January 2021

Attendees: Sarah B, Nathan, Sarah C, Hannah

Apologies: Fatima

Meeting link

Chair: Nathan Smith

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| **Item** | **Summary** | **Actions** |
| Check-in |  |  |
| A3 Tasks | Testing Project: Nathan  Project Plan: Fatima  Risks: Sarah B  Communication: Hannah  Tools and Tech experience | Everyone to look at tools and techniques with experience.  Sarah C to have Job ad drafts by Thursday. |
| A5 Video | Sarah working on the storyboards and scripts. Starting old school with cards.  Advertising product is the video we are going for.  Have a story to tell with key infographics to break up the sections. | Hannah to assist with Photoshop when required.  Sarah B to have script draft by Thursday. |
| Next meeting | Next chair – Sarah B –4.02.21 -6:30pm |  |