TEAM EAGLE

Assignments 3 & 5

Meeting 4 Minutes

Thursday 5 February 2021, 6:30pm

Chair: Sarah Brinckman

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| **Item** | **Details** | **Actions** |
| Check-in | **How is everyone feeling?**   * Everyone feeling overwhelmed, a lot to do in two weeks * Agreed to communicate early/regularly to ask for help as needed. |  |
| Tasks: | Quick check to see how everyone is doing with tasks.   * Nathan to work on video, having a look at styles and animations, working with Adobe * Sarah C completed most of the project idea * Fatima ready to help with deliverables when Hannah needs and will work on a colour scheme and agreed to take on the project plan part of the project document * Sarah B shared the draft Story board/script in files for feedback. Team agreed to upload as is for the draft submission requirement. Working on the Risks portion of the project. * Hannah working hard to learn XD and on updating the required software. Hopes to have a ‘big picture’ idea of the pages needed soon to pass some tasks to Fatima   Advice from Juliet?   * This was already discussed last Sunday, was just in relation to separating some of the project tasks which was done. | * Nathan to share animation example at Sunday meeting * Sarah to upload the draft as our submission as is |
| A5 Video | Thoughts on storyboard draft  Discussed that this is not a fixed concept but an idea of the direction – open to changes. It is also not necessarily representative of the ‘look’ of the video/animation but just an idea of the message to be included, the animation can take any form.  We do need to lock in a concept soon so we can go confidently into producing the video content. | All team members to review draft and provide feedback on Teams to try and incorporate by Sunday. |
| Other actions needed |  |  |
| Next meeting | Next chair – Sarah C –7.02.21 -5:30pm |  |