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|  | WeekLy PRoduction meeting Template |

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| Date | Tuesday | Time | 1:30pm | Facilitator/Notes | Production Manager |

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| Team members |
| Production Manager | Technical Director | Lighting | AV |
| Streaming  | Talent | Artistic Director | Other |

| Time | Item  | Owner  |
| --- | --- | --- |
| 1:30pm | Welcome  |  |
| 1:35pm | Old Business (task from last meeting agenda notes) | PM |
| 1:40-2pm | Check-in production: 1. Bindlestiff
2. Gravesend Escape Room
3. Gaming team
4. Burrough Hall
5. Other
 | TD of each project |
| 2pm | Review by each production area: 1. AV
2. Lights
3. Video
4. props/paint
5. scenery
6. Management
 | PM and faculty assigned to each area |
| 2:15pm | Calendar updates: 1. Load in
2. Install
3. run
4. load out
 | PM with area faculty |
| 2:20pm | Artistic questions | Keith Nelson and ?? |
| 2:25pm | Announcements  | Takuma Hayashi |
| 2:30pm | Adjournment  |  |

**Notes page**

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| Action Items Table | Owner  | Deadline  | Status  |
| Load in  | Tech Director | 2/10 | In progress |
| Marketing plan | Management | 3/15 | Not started |
| Lighting Team tasks | Lighting faculty | 1/30 | Complete |

**Notes by Area or production**

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| --- | --- | --- |
| AV  | Lights | Video |
| Props/Paint | Scenery | Management |
| Calendar Updates | Bindlestiff | Escaperoom |
| Gaming | Burrough Hall | Other |