

Culmination Meetings with Technical Advisor

I, Nesreen Hosameldin understand that it is required for me to meet with my technical advisor at least three times throughout the semester to discuss my culmination project. Each meeting should be at least 30 min. unless the technical advisor determines that a shorter meeting is adequate. I also understand that after each meeting, I must present this form to the instructor of the course and also upload it on my ePortfolio. I will be penalized in the course if I do not fulfill these tasks.

9/1/23

Nesreen Hosameldin

Date

Signature of Culmination Student

Meeting Records

| Beginning Time | End Time | Date | Signature of Technical Advisor |
|--|----------|---------|--------------------------------|
| 1:30 PM | 2:30 PM | 9/20/23 | <i>S.B.B</i> |
| Content of Meeting: Contact Sheet for production crew GANTT Chart Auditions planning and marketing Posters proofs before printing Production schedule draft | | | |

| Beginning Time | End Time | Date | Signature of Technical Advisor |
|---|----------|----------|--------------------------------|
| 1:30 PM | 2:30 PM | 10/25/23 | <i>S.B.B</i> |
| Content of Meeting: Went over production paperwork Went over potential acts and their needs Floor canvas is no longer needed since we are the last show of the semester. Combined updated paperwork on a shared Google Drive folder | | | |

| Beginning Time | End Time | Date | Signature of Technical Advisor |
|---|----------|----------|--------------------------------|
| 1:30 PM | 2:30 PM | 11/29/23 | <i>S.B.B</i> |
| Content of Meeting: Finalize "Week of Production" production schedule Discussed scenic elements w/ designers and decided to not include them Went over my GANTT Chart, cue sheet template, and set list Created an hour-by-hour schedule for the day before and day of production | | | |