|  |  |  |  |
| --- | --- | --- | --- |
| **Coma N301 Integrated Project** | | | |
| **Date:**  **28 February 2013** | **Chair:**  **Director of Photography**  **Fatema Al Mazrouei** | **Team(s): Production team**  **Executive Producer:**  **Awatef Abdulla**  **Producer:**  **Hend Abdulla**  **Director:**  **Fatema Abdullah**  **Assistant Director:**  **Meera Altenaiji**  **Director of photography:**  **Fatema Rashed**  **Cinema Photographer:**  **Shamma Ahmed** |  |
| **Time: 1:00pm** | **Location:** **Library** | **Apologies:** | **Present:** |

**Agenda Items**

1. **Set Objectives:**
   1. **Talking about what exactly equipment we need.**
      1. **Which equipment?**
      2. **How many batteries and memories we need?**
      3. **Do we need a lighting for shooting inside the college (class, sport hall, or other) and maximum how many we need?**
   2. **Which eqipment we will borrow from Mr, Greg and which from Mr. Waleed.**
   3. **Look at the script shoot and try to complate it.**
   4. **How many scenes we will shoot by a day.**
      1. **Can we shoot many scenes in different places by a day?**

**2. A.O.B. (Any Other Business).**

**3. Date and time of next meeting.**

**4. Closure of meeting.**