|  |
| --- |
| **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.**