

## 2.2.6 Production meeting minutes

Student Book  
pp 60–67

Production meeting	
<p><b>Title of production:</b> <i>ssh!</i></p> <p><b>Date of meeting:</b> 2<sup>nd</sup> February</p> <p><b>Present:</b> Everyone in the Production</p> <p><b>Apologies for absence:</b></p>	
Issues discussed	Decisions made
1 We discuss on the performance date	July the 2 <sup>nd</sup>
2 We discuss on our rehearsal time	We made a decision that all the scene group should get together and discuss what time it is best for them to rehearse
3 We discuss on the costumes	We made a decision that we should all wear costumes that are appropriate for the each characters
4 We discuss on makeup and Props	We ask everyone what they we need and made a list of all the things needed for the production
5 We discuss on how we could get the money to by the makeup/props	We made a decision that we could all give a £1 each because the total cost of the make was up to £13. But we also decide that we could have a food stall
6 We discuss on about the time of our performance	We decided to make it lunchtime because our main targets are teenagers and most of the student can't make it after school and also we decided to have afterschool for parents and friends.