**Meeting Details**

**Date**: March 17, 2023

**Time**: 10:30 am

**Roll Call**

* Chairperson: Marie Rico [MR]
* Secretary: Olivia Jameson [OJ]
* Presiding members: Guy Ronson [GR], Sonny Bates [SB], Bastian Olliver [BO], Garrison Matheson [GM]
* Absent members: Laura Phillips [LP]
* Other guests or staff members present:

**Purpose of Meeting**

* Production progress status check on current projects

**Old Business**

* Payment of parking fines for "Delaware" project shooting day
* Training for encryption app [whole team]
* Delivery of "dungeon maze" props

**New Business**

* Shooting plan report as per storyboard for "Fire war" short
* Definition of post-production needs for "Fire war" short
* Review of voice acting filtered candidates

**Action Items**

* [SB] will supervise and advise on changes to sequence 48 to adapt it to budget and production needs.
* SFX team will need and additional 3D artist. [GR] will take over profiling and recruiting
* [LP] will contact selected talent for remote briefing and first readings

**Next Meeting Date and Place**

**Date and time of next meeting**: March 27, 2023. Editing room C

**Meeting adjourned at**: 11:45 am

Secretary approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents to be included in the meeting report**

* Sequence 48 images to compare with revised version