

## KEY

Writing in **Bold** = Due day

Writing in *italics* = Department

## WEEK 1 (COMPLETED) (18.01.21)

- **TUESDAY 19<sup>TH</sup>** – First Group Meeting: *Introductions (45 mins)*
- **WEDNESDAY 20<sup>th</sup>** – Second Group Meeting: *Discussing project plan and roles (30 mins)*
- **FRIDAY 22<sup>nd</sup>** – First Tutorial with Kevin: *Showed Group Plan doc. (30 mins)*
- **FRIDAY 22<sup>nd</sup>** – Follow-up Group Meeting: *Setting work of researching and creating story ideas (20 mins)*

## WEEK 2 (COMPLETED) (25.01.21)

- **TUESDAY 26<sup>th</sup>** – Third Group Meeting: *Sharing Story Ideas (1 hour)*
- **WEDNESDAY 27<sup>th</sup>** – Storyboard Artist meeting (Chelsea & Laura): *Writing the Story (3 hours)*
- **THURSDAY 28<sup>th</sup>** - Storyboard Artist meeting (Chelsea & Laura): *Writing the Story (2 hours)*
- **THURSDAY 28<sup>th</sup>** – Costume Design Meeting (Hannah, Odile, Yuxin): *Discussing concepts and share reference images, decide characters (1 hour 30 mins)*
- **THURSDAY 28<sup>th</sup>** – Fourth Group Meeting: *Storyboard Artists presenting the Story to the Group (1 hour)*
- **FRIDAY 29<sup>th</sup>** – Second Tutorial with Kevin: *Showed Group Project Pitch (30 mins)*
- **FRIDAY 29<sup>th</sup>** – Follow-up Group Meeting *(15 mins)*

## WEEK 3 (COMPLETED) (01.02.21)

- **TUESDAY 2<sup>nd</sup>** – Laura and Chelsea Meeting *(50 mins)*
- **WEDNESDAY 3<sup>rd</sup>** – Costume Design Meeting (Hannah, Odile, Yuxin): *Character Boards and Characterisation (1 hour 30 mins)*
- **FRIDAY 5<sup>th</sup>** – Third Tutorial with Kevin *(35 mins – overrun)*
- **FRIDAY 5<sup>th</sup>** – Follow-up Group Meeting *(50 mins)*

## WEEK 4 (COMPLETED) (08.02.21)

- **WEDNESDAY 10<sup>th</sup>** – Group Meeting: *Sitting in on Costume Dept. meeting to check Concept has been achieved (50 mins)*
- **FRIDAY 12<sup>th</sup>** – Fourth Tutorial with Kevin: *Showed Pitch progress (35 mins – overrun)*
- **FRIDAY 12<sup>th</sup>** – Follow-up Group Meeting: *Check Progress (15 mins)*
- **FRIDAY 12<sup>th</sup>** – Director and Head of Costume Meeting: *Checking Progress and consistency, discussing how to format Costume dept. work in Pitch (50mins)*

## WEEK 5 (COMPLETED) (15.02.21)

- **TUESDAY 16<sup>th</sup>** – Final Presentation Rehearsal *(1 hour)*
- **WEDNESDAY 17<sup>th</sup>** – Final Presentation