

Minutes of the meeting on Project 3

When: 27th July 2021

Venue: Microsoft Teams

Participants: Jinhui Chen / Linxin Xiong / Ruiting Mao / Xiaorui Guo

Type of meeting / Purpose: To discuss ideas for Project 3 and team work assignments for Project 3

Recorder: Ruiting Mao

Content of the meeting

1. Each of the four people will present their understanding of Project 3 and a practical case study.
2. Share their work to be presented in Project 3 and elaborate on their concepts.
3. share their interpretation of the project theme (the poem Sleepwork), continue to dig deeper into the background of its creation, and share the relevant information they have found.
4. decide on the final presentation of project 3: a small exhibition of four different works on the same theme, a website on the theme and a promotional video on the exhibition.
5. Determine the division of labour and the deadline for the assignment.

Summary of the meeting

1. the final presentation of the project was decided in a short online meeting: a combination of offline exhibition and online website presentation.
2. Determine the overall style of the exhibition.
3. Determine the division of labour between
 - Jinhui Chen-BRAND DESIGNER / STRATEGIST
 - Linxin Xiong-WEB / CODING DESIGNER / SPACE ORGANISER
 - Ruiting Mao-SOCIAL MEDIA / MARKETING / COPYWRITER
 - Xiaorui Guo-CREATIVE DIRECTOR

Conference follow-up

1. 28th July and 29th July 2021 to explain the conference to the two teachers in charge and to get some feedback related to Project 3.
2. 28th July 2021, we borrowed the projector, camera and other equipment needed for the project.
3. 29th July 2021, we borrowed the venue for the project presentation.
4. 30 July 2021 Additional meeting on 27 July at Microsoft Teams.

Meeting Recoding links : https://www.youtube.com/watch?v=dWGuLC_ZH4M