**Meeting to discuss**

**Date: 04/07/14**

**Time: 12:00**

**Location: Media 471**

**Agenda:**

**- Footage storage and formatting of video clips.**

**Date**: 25/06/14 **Time: 12:00 Place: 471**

**Present: Alex Butler, Harrison Buckberry, Matt Errington**

**Apologies:**

 **Minutes taken by:**  Alex Butler

**Minutes:**

**Memory cards and equipment will be taken home by Alex and the footage will be uploaded to the hard drive in MP4 format.**

**-Shooting schedule:**

* **Today- Leisure Park (Arkix, Golf course, Planet ice)**
* **Monday- Farleigh Wallop & Eastrop Park**
* **Tuesday- Old Basing**
* **Wednesday- Town centre**

**Alex will be running the camera log and Matt and Harry will be cinematographers using the shooting schedule to record.**

**Points for next meeting:**

**-Will be raised on the day of meeting.**

**Date of Next Meeting: 7/07/14**