## Audio drama meeting schedule: Monday 12th February - 5.00pm

Things to cover:

* Script changes / draft email to writer with suggestions
* Casting – must also arrange a meeting with the other group recording March 9th to discuss cross casting
* Technical logistics – arrange a time to all go to the studio together and go over how we would record on the day (as this will waste lots of recording time on the day if it is not finalised)
* Schedule - make sure we are all aware of what we are doing for the next 3 weeks

Things that need to be done before the meeting:

Ellie:

* Draft an email to send to the actors we would be interested in casting
* Draft an email to the writer regarding any cast changes

Tony:

* Get a rough idea of how logistically you want to record i.e. do we want to record actors separately or in a group (although not sure if this is actually possible in our shitty studios)
* Look at the script and think about how we might break it up into scenes / locations etc. and again how we record this? Do we record the different locations separately?

Llama

* Read through the script and pick up on any changes you would make so that we can email the writer asap.
* Think about the direction you want to take with the piece, and any ideas you have about sounds.

Jasmin

* Produce a schedule for the next 3-4 week, include possible meeting dates as we will need to meet outside of our Friday lesson in order to get everything done
* make sure you are chasing everyone up on what they are meant to be doing according to the schedule.