

Name _____
Team Planning Sheet

You are required to **schedule a minimum of two meetings** outside of class with the ENTIRE team present (the second being a back-up in case you don't finish everything you need to do in the first). These dates and times are to be communicated with parents / guardians to avoid schedule conflicts. Your scheduled meeting dates/times may only be cancelled if you are able to finish the PSA video including editing before then.

- Tips:
- Be detailed in your list of materials and who will bring what – include everything from laptops and battery chargers to art supplies, video recording equipment, who is printing out scripts (if applicable), etc.
 - If your group is meeting at your house, confirm with your parents/guardians giving them info about dates, times and who will be there. You may do this as you complete this sheet. Give everyone the address.
 - Make agreements about bringing friends & food (so people aren't hungry and want to leave to get something to eat).
 - If you are meeting at school, be specific about where you will meet. Make formal arrangements with the teacher to ensure the space will be available for you to work. This includes checking the closing time for the library.

Tasks – Decide which of these tasks you will complete in-class and which will be done outside.	When will this be done?
A. Planning your storyboard (should involve your entire team) Materials to Bring - Person Responsible	Date(s) _____ Location _____ Start Time _____ End Time _____ Food Agreements?
B. Will we be creating props, backdrop, costumes, etc? Materials to Bring - Person Responsible	Date(s) _____ Location _____ Start Time _____ End Time _____ Food Agreements?
C. Creation of video (rehearsal, filming, or whatever else is involved in putting your PSA together) Materials to Bring - Person Responsible	Date(s) _____ Location _____ Start Time _____ End Time _____ Food Agreements?
D. Editing - Addition of any special effects, text, music, etc Materials to Bring - Person Responsible	Date(s) _____ Location _____ Start Time _____ End Time _____ Food Agreements?
E. Planning & rehearsing your attention getter & opening Materials to Bring - Person Responsible	Date(s) _____ Location _____ Start Time _____ End Time _____ Food Agreements?

- B. Do you have plans to interview or meet with anyone including staff members related to some aspect of this project?
If so, schedule a date, time and location with them ASAP.

Who you are meeting with

Who is responsible for setting this up?

_____	_____
_____	_____
_____	_____

- C. Are there other arrangements that need to be made as part of this assignment?
If so, what do these involve & who is responsible? (Will your project involve others?)

- D. ***Updating & Printing Cover Page*** – _____

You have been provided a cover template in Google classroom to update with your team's info. Include your human rights issue/topic and the first and last names of all group members.

- E. Sharing the final version of your PSA to your teacher _____

Due Date: Email YouTube link by _____ OR if you are bringing in your own equipment, make an appointment to meet with your teacher for testing on _____ at break or lunch. Do not assume your software will be compatible mine or that your computer will work with my cable cords and projector.

