

Meeting Record

Date of meeting: 7/24/2021

Site of meeting: School

Charge time to: 2 hours

The theme: Discuss project topics and each member's position

Attendance at meeting:

Ada Eva Monica Rylan Xuan

Meeting agenda:

- (1) Determine the theme of the project
- (2) Determine the position of each member
- (3) Conduct a preliminary discussion of the work for each position

Meeting notes, decision, issues:

1. The group discussed the topic together;
2. The group members discussed whether the final display form of their works should be online or offline.
3. The group members had a preliminary discussion on each position and chose their own position.
4. The work required for each position was discussed;
5. The next tasks were discussed.

Meeting conclusion:

The theme of Project 3: The revolution **will** be televised

Position of group members:

Xuan-SOCIAL MEDIA / MARKETING/ COPYWRITER

Monica-BRAND DESIGNER / STRATEGIST

Ada-BRAND DESIGNER / STRATEGIST

Rylan-WEB/ CODING DESIGNER/ SPACE ORGANISER

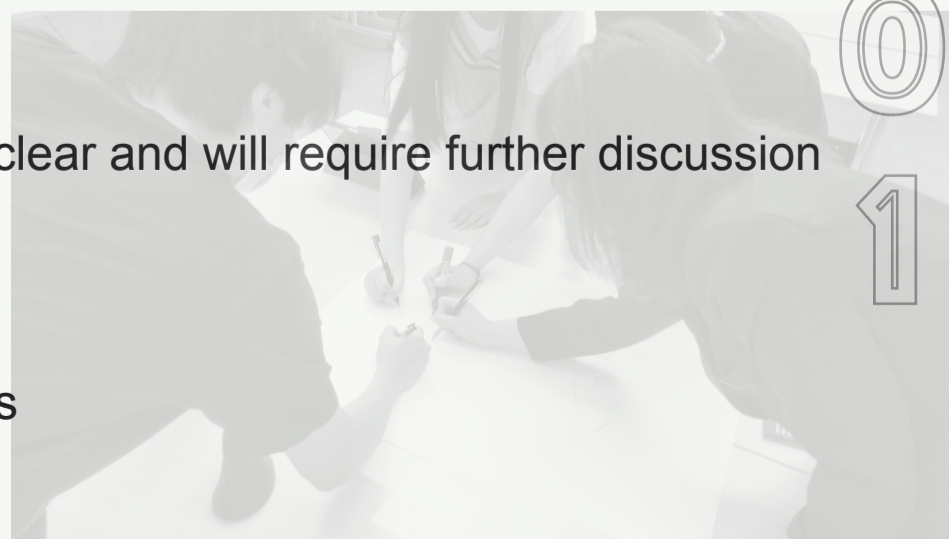
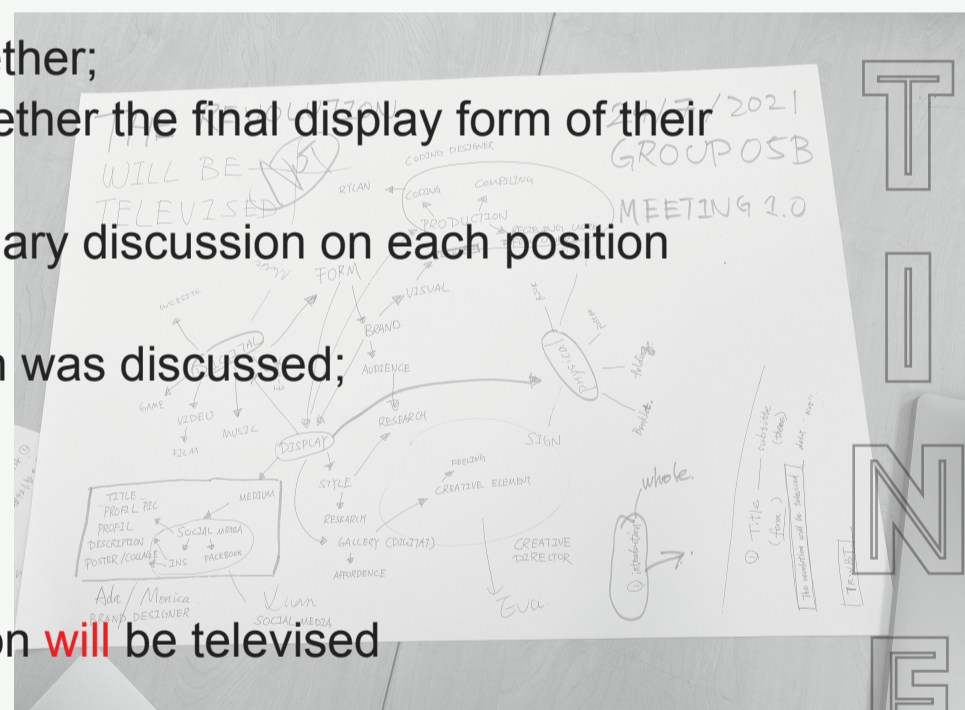
Eva-CREATIVE DIRECTOR

Inconclusive question:

The specifics of each position are unclear and will require further discussion

The next mission :

Discuss the specific work of members



M
E
E
T
I
N
G
1

Meeting Record

Date of meeting: 7/25/2021

Site of meeting: Online

Charge time to: 1 hour

The theme: Determine the specific work of each member, and preliminarily discuss the design direction of the work

Attendance at meeting:

Ada Eva Monica Rylan Xuan

Meeting agenda:

- (1) Discuss the specific work arrangement of each member
- (2) Discuss the design direction of the work

Meeting notes, decision, issues:

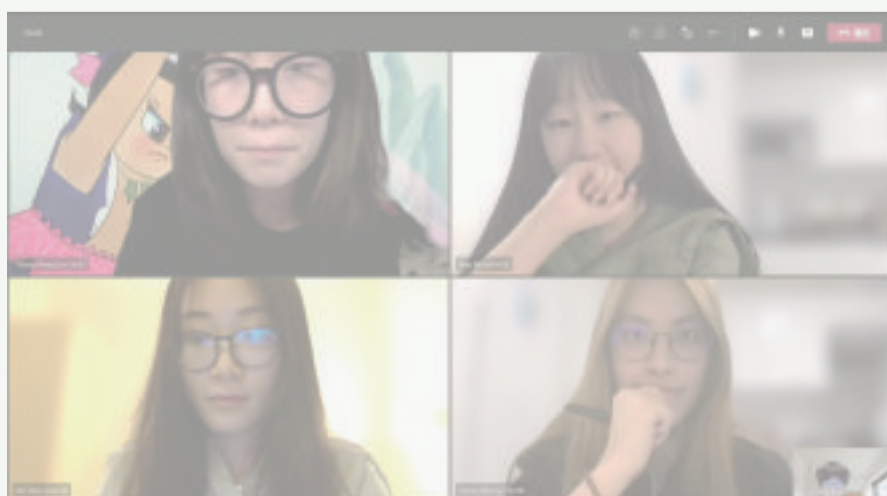
1. The group discussed the specific tasks of each position;
2. The team members assigned the tasks needed for the project;
3. The team members unanimously decided to report their work progress in the wechat group every day.
4. CREATIVE DIRECTOR (Eva) and MARKETING (Xuan) set a time to discuss the next task together.

Meeting conclusion:

1. The specific work of each member is determined
2. Decided to create an online gallery to display everyone's work.

The next mission :

1. Creative Director (Eva) make project schedule and record every meeting.
2. Brand designers make posters and logo.
3. The Creative Director (Eva) and Marketing (Xuan) discuss and determine the research direction together (before 7/27).
4. Marketing creating an ins account



MEETING INFORMATION 2

Meeting Record

Date of meeting:7/25/2021

Site of meeting: Dormitory

Charge time to: 2 hours

The theme:The research

Attendance at meeting:

Eva Xuan

Meeting agenda:

- (1) Establish the research direction
- (2) Determine the audience

Meeting notes, decision, issues:

- 1.Eva and Xuan discuss the direction of research;
- 2.Marketing, as the publicity and Marketing personnel of the project, firstly conducts market research based on the theme;
- 3.It is necessary to conduct research on big data of the market and analyze competitive products;
- 4.Keep in touch with CREATIVE DIRECTOR (Eva) and MARKETING (Xuan) for more discussions.

Meeting conclusion:

User group:

People who are interested in history, revolution ,culture and social issues

The basic direction of investigation is determinedc

The next mission (complete in 2 days).

- 1.Markting need to do the user research; competitive products analysis; questionnaire
- 2.Markting make persona based on research
3. The Creative Director (Eva) and Marketing (Xuan) discuss the research results together



M
E
E
T
I
N
G
G
O
3

Meeting Record

Date of meeting: 7/28/2021

Site of meeting: School

Charge time to: 2 hours

The theme: Gallery style and moving line

Attendance at meeting:

Ada Eva Monica

Meeting agenda:

- (1) Exchange of research results
- (2) Discuss the gallery style

Meeting notes, decision, issues:

1. According to the survey, we need an art gallery with simple moving lines and outstanding style.
2. Based on this conclusion, CD communicated with BD to determine the direction of further research and design.
3. Mainly from the design style, layout and overall atmosphere of the museum of research and design.

Meeting conclusion:

1. The goal is to design a unified overall style, the eastern line of the brief introduction of the museum.
2. Multiple iterations of the movement and style of the gallery are required.

Inconclusive question:

The specific style of the gallery has not been determined, which needs to be decided by all team members after investigation.

The next mission (complete in 3 days)

1. Monica investigated the design style and layout of the art museum, made Emotional Curve, and made a preliminary proposal on the moving line design and layout design of the art museum to the art director.
2. Publish the proposal in the wechat group, and all team members put forward suggestions for revision.
3. Ada conducts research on the visual styles of the museum and determines at least three visual styles to communicate with the design director.
4. Publish the proposal of visual style in the wechat group, and all members will vote for it.



Meeting Record

Date of meeting: 7/30/2021

Site of meeting: School

Charge time to: 5 hours

The theme: Discuss the preliminary model

Attendance at meeting:

Ada Monica Rylan

Meeting agenda:

- (1) Discuss the final product model according to the design ideas agreed by team members
- (2) Make a preliminary model
- (3) Post the content of the meeting in the wechat group for recording

Meeting notes, decision, issues:

1. Brand designers and Coding Designer put the selected colors and layout into the production software for debugging.
2. The final design layout and theme color of the pavilion were determined after discussions between the brand designer and Coding Designer.
3. The brand designer and Coding Designer communicate and adjust various details to determine the lighting effect

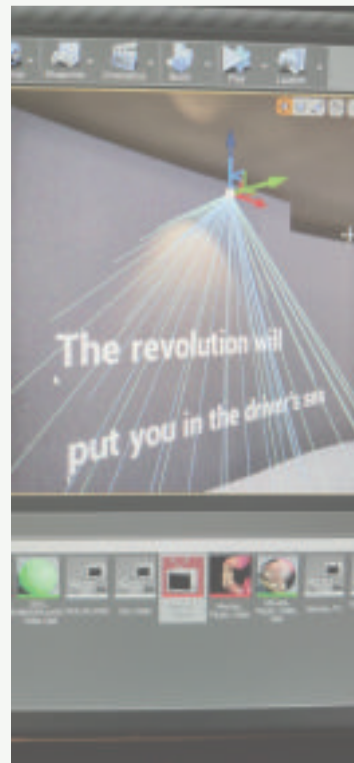
Meeting conclusion:

The preliminary design of the gallery was completed

The next mission :

Coding Designer(Rylan) uses software to start modeling and test iterations, and reports iteration results in wechat groups at any time

Communicate in wechat group, discuss all details of the adjustment



M
E
E
T
I
N
G

0
5

Meeting Record

Date of meeting: 8/3/2021

Site of meeting: Online

Charge time to: 1 hour

The theme: The finished product to show

Attendance at meeting:

Ada Eva Monica Rylan Xuan

Meeting agenda:

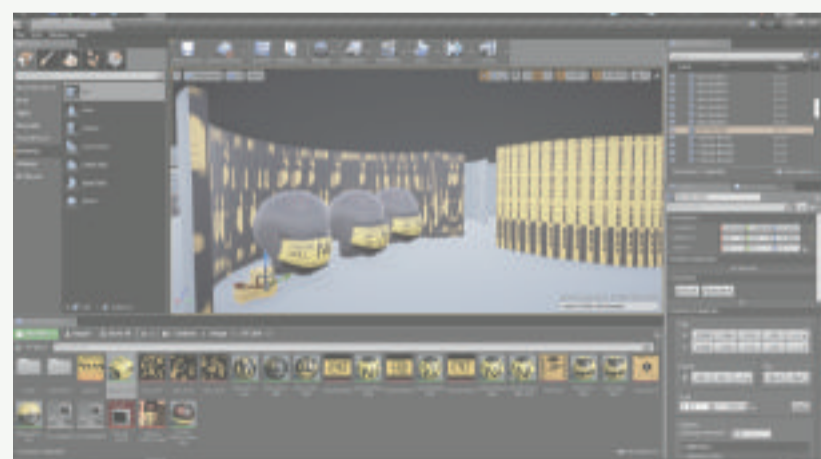
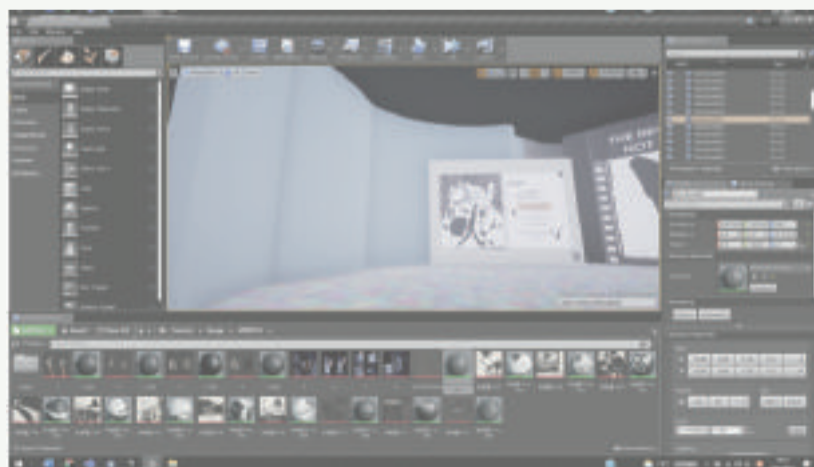
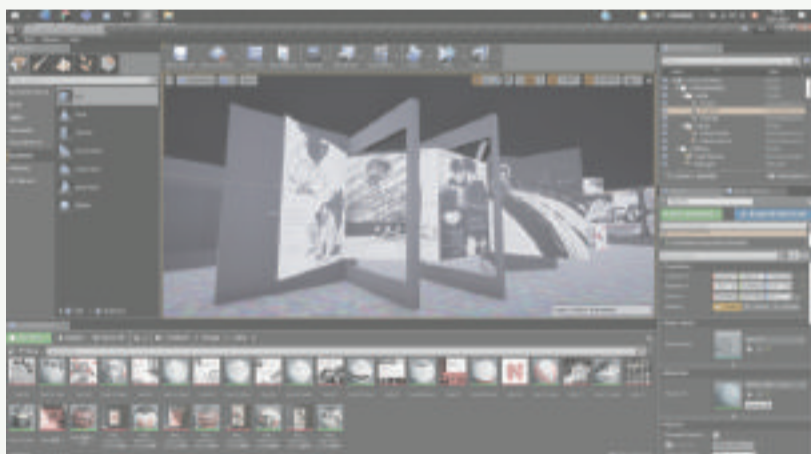
- (1) Display of finished products
- (2) Put forward suggestions for revision

Meeting notes, decision, issues:

Coding Designer (Rylan) will show the finished gallery to team members online. Team members proposed the final modification suggestions to Coding Designer (Rylan)

Meeting conclusion:

Finished product



M
E
E
T
I
N
G
O
6