

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Proposal							
Planning Email(s)	done	Done	done		done		
Planning			Done				Done
Plan Next Week				Done			Done
Record				Done			
Edit Recording							
Research		Done			Done		
Meeting(s)							
Book Booth							
Release Clips							
Release Full Video							
Evaluation						Done	

### **Planning Emails**

To: Ross (15/3)- Asking about Plans to do a theatre tour to explore the area that the backstage crew work in throughout productions. Reply was an automatic yes.

To: Phil (16/3)- Asking for Charlie's information so that I could book a camera. Reply was automatic.

To: Charlie (16/3)- Asking if I could use a camera the following week. Replied automatically saying it was ok.

To: Steve, Sadie, Janey, Emily, Sarah and Phil (17/3)- Gaining permission to enter their classes to do coursework. Some miscommunication was involved here, as I didn't make it clear which class I wanted to enter. Things were resolved fairly fast.

To: Sarah (19/3)- Talking about how the easiest way to communicate with her class was. I was invited to attend the class but couldn't find the classroom.

### **Planning**

Use Google Sheets to create a Timeline and Gantt Chart (make a note of each colour for future reference)

Retry to do the theatre tour next week.

Alter my plan for the whole project again.

Add Evaluation to Wix at the end of the week.

	<b><u>Plan Next Week</u></b>									
	Monday: Research the effect COVID had on the theatre industry									
	Tuesday: Create Live Stream and Thumbnail, Research the effect COVID had on the theatre industry									
	Thursday: What do I need to know from acting class members? Plan the Following week									
	Friday: Plan the following week, Record the acting class									
	Saturday: Evaluate the week									
	<b>Evaluation</b>									
	Enter weekly Evaluation onto Wix. Can be found on Wix under Diary									