

Video guidance instruction

- Prioritize recording high-quality audio. The further the microphone is from the presenter, the worse your audio quality will be. Recording indoor in quiet spaces are the best options for capturing high-quality audio.
- Define a clear purpose and outcomes for the video.
- In your established teams assign project roles and responsibilities.
- Research videos online that match your goals and expectations. See below some examples:

[NHS West Yorkshire Integrated Care Board meeting - 21 March 2023 \(part 3\) - YouTube](#)

[The first board meeting for the Integrated Care Board for the North East and North Cumbria - YouTube](#)

[Integrated Care Board meeting - live from 10.30am, 30 May 2023 - YouTube](#)

[The 2020 Partnership Meeting in 7 Minutes - YouTube](#)

[First meeting of the South West London Integrated Care Partnership in public - 13 July 2022 - YouTube](#)

- Produce a video that is visually engaging to your audience.
- Create a script for example, you can use the sections from the delivery plan.
- Create a project timeline by using the delivery plan document to keep you organized.
- Have weekly team meetings.
- Read the Group Video Assignment Tips document; **“Before, During and After”**.
- Share the final video securely to only group participants using by the Lecturer created Teams spaces.

Team Roles and Responsibility

Group: Students for this group work (4-5 students) can select themselves who to team up and work with and inform the lecturer.

Chair/Group leader: Initiates and coordinates meetings and time management; has a high-level view of the project and timelines.

Script writers: Each student will be responsible for creating their own script and for researching the topic, fact collecting and citations and as a group will make sure all scripts align to the group's idea.

Videographer/Audio Technicians: Select a group member to be responsible for video recording and ensures good lighting and audio quality.

Graphics: Select a group member to be responsible for drawing and developing supportive art work, for example PowerPoint slides.

Video Recording Software

Microsoft Teams: Free video conference software for all students. Allows live recording and recording of your computer screen/ sharing features. No editing features.

Video Project Planning Document

One Delivery plan: Allows each group member to record all relevant information, highlighting key points and using supporting in text citations and produce a reference list.

Formulate a clear project title. This title you present on your delivery plan.

Video Script. Use the sections from the assignment brief and your delivery plan as the script sections. See example below:

Section	Student
Introduction	 Brenda

Partnership	Trent 
Service Integration	Geoffrey 
Strategy	Tilah 
Leadership & Management	Rudy 
Conclusion Recommendations	Tibor 
Additional props	

Where to Submit your video

- Always insert a copy of the video link from your Teams recording in your delivery plan document and upload this on Turnitin before the submission deadline.
- Upload your video recording file by using the simple link on Moodle as instructed by the lecturer, before the submission deadline.

End